METROPOLITAN
TRANSPORTATION
COMMISSION

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May 6, 2010

REQUEST FOR PROPOSAL (RFP) for

Safe Routes to Transit Program Evaluation and Bicycle/Pedestrian Counts

Letter of Invitation

Dear Consultant:

The Metropolitan Transportation Commission (MTC) invites your firm to submit a proposal to assist MTC with the Safe Routes to Transit Program Evaluation and Bicycle/Pedestrian Counts to evaluate MTC's Safe Routes to Transit (SR2T) program and collect data on bicycle and pedestrian use at select locations throughout the Bay Area.

This letter, together with its enclosures, comprises the Request for Proposal (RFP) for Safe Routes to Transit Program Evaluation and Bicycle/Pedestrian Counts. You may download a copy of the RFP from MTC's website at http://www.mtc.ca.gov/jobs/. Responses should be submitted in accordance with the instructions set forth in this RFP. Any addenda to this RFP that may be issued by MTC will be posted at http://www.mtc.ca.gov/jobs/; it is the proposer's responsibility to check for addenda to this RFP and comply with new or revised requirements that may be stated therein.

Requests for clarification or exception to RFP provisions must be received no later than 4:00 p.m., May 13, 2010 to guarantee consideration.

Proposal Due Date
Interested firms must submit an original and four (4) copies, as well as one electronic PDF and Word/Excel versions, of their proposal by **4:00 pm, Thursday, May 27, 2010.** *Proposals received after that date and time will not be considered.* **Proposals shall be considered firm offers to provide the services described for a period of ninety (90) days from the time of submittal.**

MTC Point of Contact
Sean Co will be MTC's Project Manager and point of contact for this contract. Proposals and all inquiries relating to this RFP shall be submitted to Sean Co, Project Manager, at the address shown below. For telephone inquiries, call (510) 817-5748. E-mail inquiries may be directed to sco@mtc.ca.gov.

Sean Co Project Manager
Metropolitan Transportation Commission
Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700

Consultant Qualifications

To be eligible for evaluation, a proposer must:

1. Demonstrate that the Consultant has successfully completed at least three (3) projects during the seven (7) years prior to the date of this RFP substantially similar to one or more tasks requested by MTC (see *Appendix A*, Summary of Anticipated Work).

2. Demonstrate that each project team member other than support staff has a minimum of two (2) years experience working on similar projects, with specific experience in performing program evaluations, collecting and analyzing data (such as traffic analysis, bicycle/pedestrian counts, public opinion polls, user surveys, etc.), summarizing evaluation results and findings, and preparing reports.

In addition to the minimum qualifications listed above, proposers will also be expected to demonstrate the following experience and expertise:

- Superior oral and written communications skills.
- Experience with survey development and administration.
- Experience managing and coordinating staff members among various data collection locations.

Scope of Work, Schedule and Budget

A preliminary scope of work for the project is provided in *Appendix A*, *Preliminary Scope of Work*. MTC has not refined the scope of work for the Safe Routes to Transit detailed evaluation. We anticipate working with the selected consultant to develop a detailed evaluation approach and work plan for Tasks 3-5.

A maximum of twenty five thousand dollars ($25,000) is available for Tasks 1 and 2. Subject to approval of future MTC budgets, a maximum of one hundred thousand dollars ($100,000) is available for Tasks 3, 4 and 5. Additional funding may be added to the project during the project term.

MTC expects the work to commence on or about September 1, 2010 and to be completed by April 29, 2013.

Disadvantaged Business Enterprise Participation

Effective June 2, 2009, the California Department of Transportation (Caltrans) requires recipients of DOT grant funds through Caltrans to impose the following DBE utilization requirements on its consultants and contractors. CONSULTANT's DBE participation on this Agreement will assist Caltrans in meeting its federally mandated statewide overall DBE goal.

MTC has established an Underutilized Disadvantaged Business Enterprise (UDBE) contract goal of 11% for contracts entered into as a result of this RFP.

Respondents are required to document their activities in the solicitation and selection of subconsultants on *Appendices E-3, E-4, and E-5, the* Local Agency Proposer UDBE Information (Consultant Contracts), Local Agency Proposer DBE Information (Consultant Contracts), and UDBE Information-Good Faith Efforts respectively. A report on the Utilization of Disadvantaged Business Enterprises (DBE) First–Tier Subcontracts must be included with all invoices. MTC may withhold payment pending receipt of such report. For the complete DBE participation provisions applicable to this procurement, see *Section V-G* of the RFP and *Appendix E*.

Proposers' Conference

A proposers' conference will be held on, Tuesday, May 18, 2010, at 2:00 p.m. at the Joseph P. Bort MetroCenter Building, 101 8th Street, Oakland, in the Claremont Conference Room on the 2nd floor. Among other topics, the UDBE goals will be discussed.

Proposal Evaluation

Proposals will be evaluated in accordance with the evaluation factors listed in *Section IV* of this RFP. MTC reserves the right to accept or reject any or all proposals submitted, waive minor irregularities in proposals, request additional information or revisions to offers, and to negotiate with any or all proposers. Any contract award will be to the firm that presents the proposal that, in the opinion of MTC, is the most advantageous to MTC, based on the evaluation criteria in *Section IV*.

Consultant Selection Timetable

May 13, 2010, by 4:00 p.m.	Closing date and time for requests for clarifications/ exceptions
May 18, 2010, at 2:00 p.m.	Proposers conference
May 24, 2010 at 4:00 p.m. (three [3] working days prior to the date proposals are due)	Closing date and time for objections to RFP provisions
May 27, 2010, at 4:00 p.m.	**Closing date/time for receipt of proposals**
June 23, 2010	Interviews or discussions (if required)
June 28, 2010	Deadline for receipt of Best and Final Offers (if requested)
July 14, 2010	MTC Administration Committee Approval

General Conditions

MTC will not reimburse any Consultant for costs related to preparing and submitting a proposal.

All materials submitted by proposers are subject to public inspection under the California Public Records Act (Government Code § 6250 *et seq*.), unless exempt.

A synopsis of MTC's contract provisions is enclosed for your reference as *Appendix D*. If a proposer wishes to propose a change to any standard MTC contract provision, the provision and the proposed alternative language must be submitted prior to the closing date for receipt of requests for clarifications/exceptions listed above. If no such change is requested, the Consultant will be deemed to accept MTC's standard contract provisions, unless such language is protested in accordance with the procedures in Section V. General Conditions, Article E, of this RFP

The selected Consultant will be required to maintain insurance coverage, during the term of the contract, at the levels described in *Appendix D-1.* Consultant agrees to provide the required certificates of insurance providing verification of the minimum insurance requirements listed in *Appendix D-1*, Insurance Requirements, within five (5) days of MTC's notice to firm that it is the successful proposer. Requests to change MTC's insurance requirements should be submitted on or prior to the closing date for receipt of requests for clarifications/exceptions listed above. MTC will review the requests and issue an addendum if material changes requested by a prospective proposer are acceptable. Objections to MTC determinations on requests to change insurance requirements must be brought to MTC's attention no later than the date for protesting RFP provisions listed above. If such objections are not brought to MTC's attention consistent with the protest provisions of this RFP compliance with all material insurance requirements will be assumed.

The resulting contract will be funded in part with federal funds. Federally required contract provisions are included in *Appendix E.*

Authority to Commit MTC

Based on an evaluation conducted by an evaluation panel, the Executive Director will recommend a consultant to the MTC Administration Committee, which will commit MTC to the expenditure of funds in connection with this RFP.

Sincerely,

Andrew B. Fremier
Deputy Executive Director, Operations

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REQUEST FOR PROPOSAL

to the

METROPOLITAN TRANSPORTATION COMMISSION

SAFE ROUTES TO TRANSIT PROGRAM EVALUATION AND
BICYCLE/PEDESTRIAN COUNTS

May 6, 2010

Joseph P. Bort MetroCenter
101 Eighth Street
Oakland, CA 94607-4700

TABLE OF CONTENTS

I. BACKGROUND AND PROJECT DESCRIPTION

A. Background

Information on bicycle and pedestrian activity and programs is lacking compared to information collected on automobiles and transit. Without such information, it is difficult to assess the performance of these modes of transportation.

This project is comprised of two distinct objectives; the first objective is to obtain counts of bicycles and pedestrians at various locations throughout the Bay Area; the second objective is to conduct an evaluation of MTC's Safe Routes to Transit (SR2T) program. While these two objectives remain distinct, the data collection methods for counts may be used in the SR2T evaluation, offering comparisons of general bicycle and pedestrian activity along with activity at specific transit locations.

Bicycle and Pedestrian Counts

MTC's Regional Transportation Plan (RTP), Transportation 2035, Transportation for Livable Communities (TLC) program and the Regional Bicycle Plan direct investments to bicycle and pedestrian infrastructure. Count data will be used to assess impacts of these investments over time. MTC collects collision data and summarizes bicycle and pedestrian crashes as part of the State of the System Report but does not have data on activity levels that allow estimation of exposure or collision rates. Bicycle and Pedestrian count data will allow MTC to estimate bicycle and pedestrian activity levels.

Safe Routes to Transit

The regional SR2T program under Regional Measure 2 (RM2) funds planning and capital programs is to enhance safety for bicycle and pedestrian access to regional transit locations. The program is administered by TransForm and the East Bay Bicycle Coalition. Projects must show a decrease in congestion on the seven state owned bridges by demonstrating a mode shift from the single occupant automobile to walking and bicycling to bus, rail and ferry trips. Eligible projects under this program include:

- Secure bicycle storage at transit stations, stops and pods
- Safety enhancements for pedestrian and bicycle travel access to transit stations, stops and pods
- Removal of barriers to pedestrian and bicycle travel near transit stations
- System-wide transit enhancements to accommodate bicyclists or pedestrians

To date, three cycles of funding have been awarded totaling approximately 30 projects. A complete list of projects can be found at the TransForm website http://transformca.org/sr2t/sr2t-funded-projects.

B. Project Description

The Safe Routes to Transit Program Evaluation and Bicycle/Pedestrian Counts are generally described below and in detail in *Appendix A*, *Preliminary Scope of Work*.

1. Conduct counts of bicyclists and pedestrians at intersections and trails in the Bay Area to provide data for ongoing evaluation efforts. These tasks should not exceed $25,000 and be completed in September 2010.
2. Assess the impact of the Safe Routes to Transit program to determine if the program meets it goals. These tasks should not exceed $100,000. The evaluation will start in 2010 and extend over 3 years with interim reports anticipated in early 2012.

C. Proposed Minimum Qualifications and Additional Requirements

Proposals must demonstrate that the Consultant meets the following minimum qualifications to be eligible for consideration for this project.

- Project manager who has played a similar role on a minimum of three (3) projects in the last seven (7) years prior to the date of this RFP substantially similar to the services requested by MTC; and

- Each project team member other than support staff has a minimum of two (2) years experience working on similar projects, with specific experience in performing program evaluations; collecting, processing and analyzing data (such as traffic analyses, bicycle/pedestrian counts, public opinion polls, user surveys, intercept surveys, take-home surveys, air quality monitoring data, etc.); summarizing evaluation results and findings; and preparing reports.

In addition to the minimum qualifications listed above, proposers will also be expected to demonstrate the following experience and expertise:

- Superior oral and written communications skills.
- Experience with survey development and administration.
- Experience managing and coordinating staff members among various data collection locations.

II. SCOPE OF WORK, SCHEDULE AND BUDGET

A. Scope of Work

A preliminary scope of work for the project is provided in *Appendix A, Preliminary Scope of Work*. MTC has not refined the scope of work for the Safe Routes to Transit detailed evaluation. We anticipate working with the selected consultant to develop a detailed evaluation approach and work plan for Tasks 3-5. The resulting contract will be amended during Task 3 to accommodate scope refinements and to add deliverables and due dates.

B. Budget

A maximum of twenty five thousand dollars ($25,000) is available for Tasks 1 and 2. Subject to approval of future MTC budgets, a maximum of one hundred thousand dollars ($100,000) is available for Tasks 3, 4 and 5. Additional funding may be added to the project during the project term.

C. Period of Performance

MTC expects the work to commence on or about September 1, 2010 and to be completed by April 29, 2013.

D. Personnel

Any change in key staff persons identified in the contract is subject to the approval of MTC. Removal by the consultant of any key staff persons identified in the contract without written consent of the MTC Project Manager may be considered a material breach of contract.

III. FORM OF PROPOSAL

Proposers must submit an original and four (4) hard copies and one electronic copy in pdf format of their proposal to MTC, at the address listed on page 2 of the letter of invitation, by 4:00 pm, Thursday May 27, 2010, to be considered. Proposal content and completeness are most important. Clarity is essential and will be considered in assessing the proposer's capabilities.

Each proposal should include:

A. Transmittal Letter

Proposals must include a transmittal letter signed by an official authorized to solicit business and enter into contracts for the firm and the name and telephone number of a contact person, if different from the signator.

B. Title Page

Proposals must include a title page that includes the RFP subject, the name of the proposer's firm, local address, telephone number, name of contact person, and the date.

C. Table of Contents

Proposals must include a table of contents that includes a clear identification of the material by section and page number.

D. Overview and Summary

This section should clearly convey the Consultant's understanding of the nature of the work and the general approach to be taken, and identify any specific considerations. It should include, but not be limited to, the following:

1. A discussion of the project's purpose;

2. A summary of proposed approach; and

3. The assumptions made in selecting the approach.

E. Detailed Work Plan

1. Discuss how the Consultant will conduct each task of the project, identify deliverables, and propose a preliminary schedule. The discussion shall be in sufficient detail to demonstrate a clear understanding of the project. For each task, proposers should expand on MTC's task description to provide more detail on how work will actually be performed and identify any important considerations not addressed. The schedule should show the expected sequence of tasks, subtasks, and important milestones. The selected Consultant, in consultation with MTC staff, will develop a final work plan and schedule as described in Tasks 1 and 3.

2. Provide a detailed staffing plan for each task and subtask of the work. (For purposes of the proposal, firms should assume that Task 3-5 will be based on the approach described in E.1 above.) Identify all staff by name and the specific tasks for which each individual will be responsible. Provide an organizational chart that shows roles and responsibilities of key personnel and reporting structure, including reporting and communication relationships between MTC, consultant staff, and subcontractors, if any.

3. Describe approach to managing resources and maintaining quality results. Include a description of the role of any subcontractors, their specific responsibilities, and how their work will be supervised to maintain quality results.

4. Identify and explain any problem areas and/or potential obstacles (such as schedule creep, budget overruns, personnel management, feasibility, etc.) to successful completion of the *Scope of Work*. Discuss methods, formal and informal, that you will use to track and resolve these problems/obstacles during the project.

F. Qualifications and References

1. Describe proposed team's qualifications specific to the requirements set forth in *Section I-C, Proposer Minimum Qualifications and Additional Requirements*. Identify the personnel, including subcontractors' personnel, whose expertise or experience addresses each of the specified needs. Proposers are welcome to identify and provide examples of any other qualifications they feel are critical to the successful completion of the *Preliminary Scope of Work* attached as *Appendix A*.

2. Identify key personnel (including subcontractor personnel) and briefly discuss individual qualifications to perform each task. Each key personnel resume should not exceed two pages.

3. Provide a succinct description (one page maximum) of any previous projects similar to the services requested, indicating the project title, duration, budget, sponsoring agency and sponsor project manager, and roles played by individuals proposed for this study. Include the name of the agency for whom the work was performed, year performed, name of the contact person and their telephone number.

4. Provide at least one sample of a written technical report or memo prepared by key members of the consultant team, identifying the authors. Only one copy is required, and the sample will be returned after proposal evaluation, upon request.

5. Provide a list of references (including references for subcontractors) and their contact information.

6. Provide a summary of all contracts your firm (including subcontractors) has held with MTC in the past three years, including a brief description of the scope of work, the contract amount, and date of execution.

G. Cost Proposal

Provide a full description and breakdown of the expected expenditures of funds for each task contained in *Appendix A – Preliminary Scope of Work*. (For purposes of the cost proposal, firms should assume that Task 3-5 will be based on the approach and staffing plan described in E.1 and 2 above.) The budget should include, but is not limited to, a task budget and a line item budget with billing rates.

1. The task budget should present a breakdown of hours and expenses by task and deliverable for the project. It should identify or refer to key personnel or job descriptions in relation to each task to provide a full explanation of the resources committed to the project.

2. The line item budget should present a breakdown of costs by cost categories, including billing rates for key personnel and job classifications. The line item budget should be set forth on the *Cost and Price Analysis Form* attached hereto as *Appendix B* to this RFP. A line item budget should also be submitted for proposed sub-consultants with contracts estimated to exceed $25,000. *Appendix B* is available in electronic spreadsheet format upon request.

H. California Levine Act Statement

Submit a signed Levine Act statement (*Appendix C*).

I. Insurance Provisions Document

Submit a signed Insurance Provisions Document *(Appendix D-1).*

J. Federal Requirements

As this project is funded, in part, with Federal Highway Administration (FHWA) Congestion Management and Air Quality (CMAQ) Improvement Program funds, the resulting contract will be subject to the federally required provisions included in *Appendix E - Department of Transportation Requirements*, submit completed federal-required certifications related to lobbying, debarment, and subcontractor information *(Appendices E-1, E-2, E-3, E-4, and E-5).*

IV. PROPOSAL EVALUATION

A. Verification of Minimum Qualifications

The Project Manager will review proposals to ensure that each proposal meets the minimum qualifications set out in *Section I-C, Proposer Minimum Qualifications and Requirements* of this

RFP. Proposers failing to meet the minimum qualifications **or to satisfy the Underutilized Disadvantaged Business Enterprise (UDBE) requirements in this RFP** will not be considered.

B. Review for General Responsiveness

The Project Manager, in consultation with the MTC Office of General Counsel, will then conduct an initial review of the proposals for general responsiveness. Any proposal that does not include enough information to permit the evaluators to rate the proposal in any one of the evaluation factors listed below will be considered non-responsive. A proposal that fails to include one or more items requested in *Section III, Form of Proposal*, may be considered complete and generally responsive, if evaluation in every criterion is possible.

C. Evaluation Criteria

Responsive proposals will then be evaluated by a panel of MTC, partner and local agency staff on the basis of the following evaluation factors, in order of relative importance:

1. Individual and team expertise and experience providing technical consulting services that demonstrates the proposers possess the qualifications needed to successfully carry out the project, as described in *Section I-C, Proposer Minimum Qualifications and Requirements*.

2. Approach to completing the project, including but not limited to: understanding of the need, requirements, and timeline for conducting the program evaluation; proposed approach to project tasks; project management plan (including resource allocation by task); quality control and quality assurances; cost control ideas; insight on potential obstacles to Scope of Work completion; and approach to issue resolution.

3. Cost effectiveness, including hours and appropriateness of personnel assigned to each task; extent and sufficiency of commitment of key personnel; approach to and cost efficiency of required travel for non-local personnel; hourly rates; reasonableness of task budget.

4. Communication skills based on proposal and interview or discussions, if held.

D. Proposer Discussions

Following the initial evaluation, the panel may elect to recommend award to a particular proposer (with or without interviews), or to enter into discussions with a “short list” of proposers, consisting of those proposers reasonably likely, in the opinion of the panel, to be awarded the contract.

The purpose of discussions with a proposer on the “short list” , if held, will be to identify to that proposer specific deficiencies and weaknesses in its proposal and to provide the proposer with the opportunity to consider possible approaches to alleviating or eliminating them. These deficiencies or weaknesses may include such things as technical issues, management approach, cost, or team composition. Discussions may take place through written correspondence and/or during face-to-face interviews. The proposer’s project manager, as well as other key personnel identified by the evaluation panel, will be expected to participate in any discussions.

E. Request for Best and Final Offer

Following discussions, if held, proposers on the "short list" will be given the opportunity to revise their written proposals to address the concerns raised during discussions through issuance of Request for Best and Final Offer (BAFO). Following receipt of the BAFOs, the evaluation panel will evaluate the BAFOs against the evaluation criteria.

MTC reserves the right not to convene oral interviews or discussions, and to make an award on the basis of initial proposals. References may be contacted at any point in the evaluation process.

The panel will recommend a Consultant to the MTC Executive Director, based on their evaluation of the written proposals or BAFOs and oral interviews or discussions (if held). The Executive Director will review the recommendation and, if he agrees, forward the recommendation to the Administration Committee for approval.

MTC reserves the right to accept or reject all proposals submitted, waive minor irregularities, request additional information, or revisions to offers, and negotiate with any or all proposers.

V. GENERAL CONDITIONS

A. Limitations

This RFP does not commit MTC to award a contract or to pay any costs incurred in the preparation of a proposal in response to this RFP.

B. Selection of Consultant

All finalists may be required to participate in negotiations and to submit such price, technical, or other revisions of their proposals as may result from negotiations. MTC also reserves the right to award the contract without discussion, based upon the initial proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a price and a technical viewpoint. Any award made will be to the Consultant whose proposal is most advantageous to MTC based on the evaluation criteria outlined above.

C. Binding Offer

A signed proposal submitted to MTC in response to this RFP shall constitute a binding offer from Consultant to contract with MTC according to the terms of the proposal for a period of ninety (90) days after its date of submission, which shall be the date proposals are due to MTC.

D. Contract Arrangements

A synopsis of MTC's contract provisions is enclosed for your reference as *Appendix D*. If a proposer wishes to propose a change to any standard MTC contract provision, the provision and the proposed alternative language must be submitted prior to the closing date for receipt of requests for clarifications/exceptions listed above. If no such change is requested, the Consultant will be deemed to accept MTC's standard contract provisions, unless such language is protested in accordance with the procedures in Section V. General Conditions, Article E, of this RFP.

The selected Consultant will be required to maintain insurance coverage, during the term of the contract, at the levels described in *Appendix D-1.* Consultant agrees to provide the required certificates of insurance providing verification of the minimum insurance requirements listed in *Appendix D-1*, Insurance Requirements, within five (5) days of MTC's notice to firm that it is the successful proposer. Requests to change MTC's insurance requirements should be submitted on or prior to the closing date for receipt of requests for clarifications/exceptions listed above. MTC will review the requests and issue an addendum if material changes requested by a prospective proposer are acceptable. Objections to MTC determinations on requests to change insurance requirements must be brought to MTC's attention no later than the date for protesting RFP provisions listed above. If such objections are not brought to MTC's attention consistent with the protest provisions of this RFP, compliance with all material insurance requirements will be assumed.

The resulting contract will be funded in part with federal funds. Federally required contract provisions are included in *Appendix F.*

The resulting contract will be deliverables-based, with payment based on receipt of satisfactory deliverables.

E. Selection Disputes

A firm/team may object to a provision of the RFP on the grounds that it is arbitrary, biased, or unduly restrictive, or to the selection of a particular Consultant on the grounds that MTC procedures, the provisions of the RFP or applicable provisions of federal, state or local law have been violated or inaccurately or inappropriately applied by submitting to the Project Manager a written explanation of the basis for the protest:

1. No later than three (3) working days prior to the date proposals are due, for objections to RFP provisions; or
2. No later than three (3) working days after the date the firm/team is notified that it did not meet the minimum qualification, did not satisfy DBE requirements, or was found to be non-responsive; or
3. No later than three (3) working days after the date on which the contract is authorized by the MTC Administration Committee or the date the firm is notified that it was not selected, whichever is later, for objections to consultant selection.

Except with regard to initial determinations of non-responsiveness, the evaluation record shall remain confidential until the MTC Administration Committee authorizes award.

Protests must clearly and specifically describe the basis for the protest in sufficient detail for the MTC review officer to recommend a resolution to the Executive Director. The Executive Director will respond to the protest in writing, based on the recommendation of a MTC review officer. Authorization to award a contract to a particular firm by the MTC Administration

Committee shall be deemed conditional until the expiration of the protest period or, if a protest is filed, the issuance of a written response to the protest by the Executive Director.

Should the protesting proposer wish to appeal the decision of the Executive Director, it may file a written appeal with the MTC Administration Committee, no later than three (3) working days after receipt of the written response from the Executive Director. The Administration Committee's decision will be the final agency decision.

F. Public Records

This RFP and any material submitted by a proposer in response to this RFP are subject to public inspection under the California Public Records Act (Government Code § 6250 *et seq*.), unless exempt by law. Proposals will remain confidential until the MTC Executive Director has authorized award.

G. Disadvantaged Business Enterprise (DBE) Policy

Effective June 2, 2009, the California Department of Transportation (Caltrans) requires recipients of DOT grant funds through Caltrans to impose the following DBE utilization requirements on its consultants and contractors. CONSULTANT's DBE participation on this Agreement will assist Caltrans in meeting its federally mandated statewide overall DBE goal.

MTC has established an Underutilized Disadvantaged Business Enterprise (UDBE) contract goal of 11% for contracts awarded under this RFP.

Respondents are required to document their activities in the solicitation and selection of subconsultants on *Appendices E-3, E-4, and E-5, the* Local Agency Proposer UDBE Information (Consultant Contracts), Local Agency Proposer DBE Information (Consultant Contracts), and UDBE Information-Good Faith Efforts respectively. A report on the Utilization of Disadvantaged Business Enterprises (DBE) First–Tier Subcontracts must be included with all invoices. MTC may withhold payment pending receipt of such report. For the complete DBE participation provisions applicable to this procurement, see the Letter of Invitation, and *Appendix I*.

1. Terms as used in this document:
   - The term "Disadvantaged Business Enterprise" or "DBE" means a for-profit small business concern owned and controlled by a socially and economically disadvantaged person(s) as defined in Title 49, Part 26.5, Code of Federal Regulations (CFR).
   - The term "Underutilized Disadvantaged Business Enterprise" or "UDBE" is a firm meeting the definition of a DBE as specified in 49 CFR and is one of the following groups:
     - Black American
     - Asian-Pacific American
     - Native American
     - Women
   - The term "proposer" refers to firms submitting a proposal in response to this RFP.
   - The term "Contract." also means Agreement.

- The term “Small Business” or “SB” is as defined in 49 CFR 26.65.

2. Authority and Responsibility

   A. DBEs and other small businesses are strongly encouraged to participate in the performance of Agreements financed in whole or in part with federal funds (See 49 CFR 26, “Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs”). The consultant should ensure that DBEs and other small businesses have the opportunity to participate in the performance of the work that is the subject of this solicitation and should take all necessary and reasonable steps for this assurance. The proposer shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.
   B. Proposers are encouraged to use services offered by financial institutions owned and controlled by DBEs.

3. Submission of UDBE and DBE Information

   If there is a UDBE goal on the contract, a “Local Agency Bidder/Proposer-UDBE (Consultant Contract) Commitment” (Exhibit 10-O(1)) form shall be included in the Request for Proposal. In order for a proposer to be considered responsible and responsive, the proposer must make good faith efforts to meet the goal established for the contract. If the goal is not met, the proposer must document adequate good faith efforts. Only UDBE participation will be counted towards the contract goal; however, all DBE participation shall be collected and reported.

   A “Local Agency Proposer/Bidder-DBE (Consultant Contract)-Information” (Exhibit 10-O(2)) form shall be included with the Request for Proposal. The purpose of the form is to collect data required under 49 CFR 26. For contracts with UDBE goals, this form collects DBE participation by DBEs owned by Hispanic American and Subcontinent Asian Americans. For contracts with no goals, this form collects information on all DBEs, including UDBEs. Even if no DBE participation will be reported, the successful bidder must execute and return the form.

4. DBE Participation – General Information

   It is the proposer’s responsibility to be fully informed regarding the requirements of 49 CFR, Part 26, and the Department’s DBE program developed pursuant to the regulations. Particular attention is directed to the following:

   A. A DBE must be a small business firm defined pursuant to 13 CFR 121 and be certified through the California Unified Certification Program (CUCP).
   B. A certified DBE may participate as a prime contractor, subcontractor, joint venture partner, as a vendor of material or supplies, or as a trucking company.
   C. A UDBE proposer, not submitting as a joint venture with a non-DBE, will be required to document one or a combination of the following:
      1. The proposer is a UDBE and will meet the goal by performing work with its own forces.

2. The proposer will meet the goal through work performed by UDBE subcontractors, suppliers or trucking companies.
3. The proposer, prior to bidding, made adequate good faith efforts to meet the goal.

D. A DBE joint venture partner must be responsible for specific contract items of work or clearly defined portions thereof. Responsibility means actually performing, managing and supervising the work with its own forces. The DBE joint venture partner must share in the capital contribution, control, management, risks and profits of the joint venture commensurate with its ownership interest.

E. A DBE must perform a commercially useful function pursuant to 49 CFR 26.55; that is, a DBE firm must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work.

F. The prime contractor shall list only one subcontractor for each portion of work as defined in its proposal and all DBE subcontractors should be listed in the list of subcontractors.

G. A prime contractor who is a certified DBE is eligible to claim all of the work in the Agreement toward the DBE participation except that portion of the work to be performed by non-DBE subcontractors.

5. Resources

A. The CUCP database includes the certified DBEs from all certifying agencies participating in the CUCP. If you believe a firm is certified that cannot be located on the database, please contact the Caltrans Office of Certification toll free number 1-866-810-6346 for assistance. Proposer may call (916) 440-0539 for web or download assistance.

B. Access the CUCP database from the Department of Transportation, Civil Rights, Business Enterprise Program website at: <http://www.dot.ca.gov/hq/bep/>.

- Click on the link in the left menu titled Find a Certified Firm
- Click on Query Form link, located in the first sentence
- Click on Certified DBE's (UCP) located on the first line in the center of the page
- Click on Click To Access DBE Query Form
- Searches can be performed by one or more criteria
- Follow instructions on the screen
- "Start Search," "Civil Rights Home," and "Caltrans Home" links are located at the bottom of the query form

C. How to Obtain a List of Certified DBEs without Internet Access

DBE Directory: If you do not have Internet access, Caltrans also publishes a directory of certified DBE firms extracted from the on-line database. A copy of the directory of certified DBEs may be ordered from the Caltrans Division of

Procurement and Contracts/Material and Distribution Branch/Publication Unit, 1900 Royal Oaks Drive, Sacramento, CA 95815, Telephone: (916) 445-3520.

6. Materials or supplies purchased from DBEs count towards DBE credit, and if a DBE is also a UDBE, purchases will count towards the UDBE goal under the following conditions:

   A. If the materials or supplies are obtained from a DBE manufacturer, count one hundred percent of the cost of the materials or supplies. A DBE manufacturer is a firm that operates or maintains a factory, or establishment that produces on the premises, the materials, supplies, articles, or equipment required under the Agreement and of the general character described by the specifications.
   B. If the materials or supplies purchased from a DBE regular dealer, count sixty percent of the cost of the materials or supplies. A DBE regular dealer is a firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the Agreement are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. To be a DBE regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question. A person may be a DBE regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone or asphalt without owning, operating or maintaining a place of business provided in this section.
   C. If the person both owns and operates distribution equipment for the products, any supplementing of regular dealers' own distribution equipment shall be by a long-term lease agreement and not an ad hoc or Agreement-by -Agreement basis. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not UDBE regular dealers within the meaning of this section.
   D. Materials or supplies purchased from a DBE, which is neither a manufacturer nor a regular dealer, will be limited to the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on the job site, provided the fees are reasonable and not excessive as compared with fees charged for similar services.

H. Prompt Payment of Subcontractors

Under 49 CFR Part 26, Consultants are required promptly to pay subcontractors (DBE and non-DBE) all amounts to which the subcontractors are entitled for work that has been satisfactorily performed and for which the Consultants have received payment, in accordance with the terms of the applicable subcontracts. (See 49 CFR § 26.69.) Accordingly, Contractor shall pay its subcontractors within ten (10) calendar days from receipt of each payment made to the Contractor by the MTC. Any subcontract in excess of $25,000, entered into as a result of this procurement, shall contain all the provisions stipulated in this Agreement to be applicable to subcontractors.

APPENDIX A,
PRELIMINARY SCOPE OF WORK

Task 1: Bicycle and Pedestrian Counts - Data Collection
Prior to beginning work, the selected Consultant and MTC will agree upon a detailed work plan for Tasks 1 and 2.

The selected Consultant will be expected to conduct manual counts of bicyclist and pedestrians at up to 100 select intersections in cities and counties in the nine county Bay Area, as permitted by the budget. Approximately 100 locations have been identified by MTC in coordination with local jurisdictions. A complete list of these intersections can be found in *Appendix A-1.* This task will include counts of bicyclists and pedestrians crossing through each intersection. Pedestrians are to be counted crossing any leg of the intersection within 50 feet. The movements of bicyclists are to be noted and counted. Counts of bicyclists and pedestrians will be recorded at the same time along with other data such as, direction of travel, direction of turning movement, gender, helmet use and intersection characteristics. Since bicyclists and pedestrians are to be counted at the same time at each site, Consultant will need to ensure that adequate staff are assigned to accurately conduct counts based on the level of activity at each site.

Data will be collected using a methodology consistent with the MTC pedestrian and bicycle intersection counts from 2003 and 2004. This methodology has also been used by the UC-Berkeley Safe Transportation Research and Education Center in Alameda County and adopted by Alta Planning and Design and the Institute of Transportation Engineers (ITE) for the National Bicycle and Pedestrian Documentation Project (NBPD). Instructions and data collection forms can be found in *Appendix A-2*. These particular forms may be used or modified, but the specified count methodology should be followed.

Consultant will collect data on one weekday (Tuesday, Wednesday or Thursday.) It is expected that counts are conducted for a two hour period and may include morning, midday and afternoon counts. The counts shall be conducted during the month of September. The counts should represent a typical weekday of bicycle and pedestrian activity so care should be taken to not collect data on days where walking and bicycling may be affected by weather or special events and outside factors.

Consultant will notify local agencies will be notified via a letter transmittal that data is being collected in their jurisdiction.

The Consultant will only be responsible for conducting counts and providing the summary, MTC staff will conduct further analysis with the collected data.

MTC expects this task to be completed in one (1) month during September 2010, which has been identified as a national data collection date by the NBPD.

Task 2: Bicycle and Pedestrian Counts - Summary of Data Collection
Data collected on intersection count sheets will be summarized in Microsoft Excel and submitted to the MTC project manager in an electronic format. The summary form will be provided by MTC and will include summaries of counts for 15 minute periods and other possible pieces of

data such as, direction of travel, direction of turning movement, gender, helmet use and intersection characteristics. MTC staff will conduct analysis and summary of the raw count data.

Deliverable: ***Count sheet summary***
Deliverable: ***Raw Data Sheets***
Due Date: ***September 30, 2010***

The total cost of Tasks 1 and 2 shall not exceed $25,000.

Task 3: Safe Routes to Transit (SR2T) Detailed Evaluation Approach

Because of the currently unknown list of projects to be evaluated and their unknown complexity and level of effort by Consultant, MTC and the Consultant will jointly develop a final detailed work plan for Tasks 3-5. The resulting contract will be amended during Task 3 to accommodate scope refinements and to add deliverables and due dates. **The combined cost to MTC of Tasks 3-5 may not exceed $100,000.**

The contract scope of work will define a detailed evaluation approach and work plan based upon the selected Consultant's proposal prepared in response to this RFP. \ The selected consultant's evaluation of the SR2T program is expected to assess the following through intercept, internet or other survey methods with counts of bicycle and pedestrian activity within the project vicinity:

- What is the effectiveness of the program in reducing crashes, injuries and fatalities involving bicyclists and pedestrians in the vicinity of the projects?
- What is the impact of the program on levels of walking and bicycling to transit?
- What are the quantified changes in air quality in the vicinity of the project as a result of the project?
- What is the impact on automobile congestion near and around the transit stations?
- What are the estimates before and after the implementation of the project or program?
- What are the costs and benefits of the project or program? What are some key benefits that can be attributed to the project or program but are not easily accounted for in the benefit-cost evaluation?

MTC anticipates that the scope of work to be developed under Task 3 may include, but is not be limited to the following activities:

1. **Project Management**
    - Manage and coordinate specific tasks or elements of tasks in the scope of work, and ensure the tasks are implemented correctly and timely.
    - Ensure that all resources are spent wisely and within budget.
    - Meet with MTC in project management meetings and conference calls at key project milestones throughout the course of the project.

2. **Development of Program Evaluation Work Plan**
   - Review program evaluations of similar programs and determine the feasibility of replicating evaluation approaches and techniques to assess comparisons of the SR2T program to other programs in the Bay Area and beyond.
   - Set performance measures for the SR2T program benchmarks for the evaluation.
   - Outline a comprehensive approach for conducting the program evaluation which may include additional counts with the same methodology as described in Task 1.
   - Identify the data needs and analytic tools that would be used to assess the before and after effects of the project.
   - Develop a systematic method for evaluating the program to ensure that the evaluation process is comprehensive and the evaluation results are reliable and credible.
   - Devise the data collection plan and schedule, including procedures to ensure quality control, data reliability, cost control and wise resource allocation.
   - Assess and present both quantitative evaluation results and qualitative results.
   - Compile draft and final reports, including technical appendices, and prepare presentations of the program evaluation and findings.

3. **Meeting Requirements**
   - At least three meetings with MTC Project Manager to kick-off the project, discuss key issues, ideas and considerations for the draft scope of work, and review and finalize the final scope of work.
   - Regular meetings with the MTC Project Manager via in-person meetings, e-mails, or teleconferences to discuss project issues, implementation of tasks, and progress at key milestones.
   - Meetings with MTC staff, SR2T program managers from the East Bay Bicycle Coalition and TransForm and relevant MTC committees (such as the Programming and Allocations Committee, Regional Pedestrian Committee and Regional Bicycle Working Group), as needed and at key project milestones, to present various elements of the project, including study approach, progress reports, initial, draft and final evaluation results and findings, and draft and final evaluation reports.

Task 4: Conduct Safe Routes to Transit (SR2T) Evaluation
The precise scope of work, level of effort and budget distribution for this Task will be determined during Task 3. This Task may include data collection and analysis of survey results and comparison of before and after data.

MTC expects the evaluation to begin in 2010 and continue through 2013. Interim reports will be expected in 2012 in order to help inform investment decisions for the next Regional Transportation Plan.

Deliverables: Interim Reports
Due Dates: TBD

Task 5: Safe Routes to Transit (SR2T) Evaluation Report

The specific scope of work, level of effort and budget distribution for this Task will be determined during Task 3. Consultant will develop a draft and final report for presentation to MTC staff. Consultant may also be required to provide an interim report of the findings to date.

Deliverables: Draft and Final Report
Due Dates: TBD

APPENDIX A-1, EXAMPLE LOCATIONS FOR POTENTIAL BICYCLE AND PEDESTRIAN COUNTS

Alameda County

Alameda	Atlantic Avenue @ Webster Street
Albany	Solano Avenue @ Masonic Avenue
Berkeley	Ashby Avenue @ Hillegass Avenue
Berkeley	Hearst Street @ Milvia Street
Dublin	Iron Horse Parkway @ Dublin Boulevard
Fremont	Warm Springs @ Grimmer
Hayward	Amador Street @ West Winton Avenue
Oakland	Doolittle Drive (CA 61) @ Airport Access Road
Oakland	Mandela Parkway @ 14th Street
Oakland	Telegraph Avenue @ 27th Street
Pleasanton	Santa Rita Road @ Francisco Street
San Leandro	Bancroft Avenue @ Estudillo Avenue
Union City	Decoto Road @ 7th Street

Contra Costa County

Antioch	L Street @ 18th Street
Brentwood	Oak Street @ Brentwood Boulevard
Concord	Grant Street @ Concord Boulevard
County/P.H.	Jones Road @ Treat Street
Danville	San Ramon Valley Boulevard/Hartz Avenue @ Railroad Avenue/South
El Cerrito	Ohlone Greenway @ Fairmount
Lafayette	Moraga Road @ Mt. Diablo Boulevard
Martinez	Pacheco Road @ Arnold Road
Orinda	Ivy Drive @ Moraga Way
Pittsburg	Bailey Road @ Delta De Anza Trail
Richmond	Marina Way @ Mac Donald Avenue
San Ramon	Camino Ramon @ Executive Parkway
Walnut Creek	Walnut Boulevard @ Ygnacio Valley Road

Marin County

Fairfax	Broadway @ Bolinas
Larkspur	Andersen Drive at Cal Park Tunnel path
Larkspur	Magnolia @ Ward
Mill Valley	Camino Alto @ E. Blithedale
Mill Valley	Mill Valley Path @ E. Blithedale
Mill Valley	Miller @ Throckmorton
Novato	Alameda del Prado @ Nave Drive
Novato	Grant Ave @ Redwood Blvd
San Anselmo	San Anselmo@Tunstead
San Rafael	4th Street @ B Street
San Rafael	Ranchitos Rd. @ Puerto Suello Summit
Sausalito	Bridgeway Street @ Princess Street

Tiburon	Tiburon Boulevard @ Main Street

Napa County

American Canyon	Hwy 29 @ American Canyon Road
Calistoga	Washington Street @ Lincoln Street
County	Dry Creek Road @ Orchard Avenue
County	Old Sonoma Road @ Hwy 121
Napa	Jefferson Street @ Lincoln Street
Napa	School Street @ 1st Street
Oakville	Silverado Trail @ Oakville Cross Road
St Helena	Main Street @ Adams Street
Yountville	Yountville Street @ Finnell Street

San Francisco County

San Francisco	3rd Street @ Howard Street
San Francisco	Embarcadero @ Washington
San Francisco	7th Street @ Folsom
San Francisco	Divisadero @ Geary
San Francisco	Baker Street @ Fell Street
San Francisco	Scott Street @ Haight
San Francisco	Van Ness @ Turk Street
San Francisco	Geneva/Phelan @ Ocean
San Francisco	3rd Street @ 16th Street

San Mateo County

Belmont	Sixth Street @ Ralston
Burlingame	California Drive @ Lincoln Avenue
Daly City	Lake Merced Boulevard @ John Daly Boulevard
Daly City	Mission Street @ E. Market
East Palo Alto	University @ Bay Road
Foster City	Edgewater Street @ E. Hillsdale
Half Moon Bay	Main Street @ Correas Street
Millbrae	Magnolia @ Millbrae Avenue
Pacifica	Francisco Street @ Paloma Street
Redwood City	Main Street @ Middlefield Road
Redwood Shores	Twin Dolphin @ Redwood Shores Parkway
San Bruno	El Camino Real @ Sneath Lane
San Mateo	Delaware Street @ 3rd Street
South SF	Airport Boulevard @ Grand Street

Santa Clara County

Campbell	Bascom Street @ Hamilton Street
Cupertino	De Anza @ Steven Creek
Gilroy	Monterey Street @ 7th Street
Milpitas	N. Milpitas Boulevard @ Dixon Landing
Morgan Hill	Monterey @ Main Street
Mountain View	Escuela Avenue @ California Street

Palo Alto	Pagemill @ Foothill
Palo Alto	University @ Emerson
San Jose	7th Street @ San Fernando
San Jose	Montgomery @ Santa Clara
Santa Clara	El Camino Real @ Benton/Railroad
Santa Clara	Kiely Boulevard @ Homestead Road

Solano County

Benicia	Military West @ W. 2nd Street
County	Dixon Davis Bike Route @ Vaughn
Dixon	N. First Street @ East C Street
Fairfield	N. Texas @ Travis Street
Fairfield	Red Top Road @ Hwy 12 Jameson Canyon
Rio Vista	Downtown Waterfront Path @ Main Street
Suisun City	Main @ Lotz
Vacaville	N/A @ Downtown Creek
Vacaville	Nut Tree Road @ Alamo
Vallejo	N/A @ Waterfront Path
Vallejo	Solano Bikeway/Callaghan Pkwy @ Columbus Parkway

Sonoma County

Cotati	Old Redwood Hwy @ Cotati Avenue
Healdsburg	Healdsburg Avenue @ Matheson Street
Petaluma	Howard/6th Street @ A Street
Rohnert Park	Petaluma Hill Road @ Rohnert Expwy
Santa Rosa	Mendocino Avenue @ Pacific Avenue
Santa Rosa	Santa Rosa @ 2nd Street
Sebastapol	S. Main Street @ Joe Rodota Trail / Burnett Street
Sonoma	Broadway @ W. Napa Street
Sonoma	Hwy 12 - Sonoma Hwy @ Verano Avenue

APPENDIX A-2, NATIONAL BICYCLE AND PEDESTRIAN DOCUMENTATION PROJECT INSTRUCTIONS

National Bicycle and Pedestrian Documentation Project

INSTRUCTIONS

The National Documentation Project (NBPD) is an annual bicycle and pedestrian count and survey effort sponsored by the Institute of Transportation Engineers Pedestrian and Bicycle Council. The goals of the NBPD are to: (1) Establish a consistent national bicycle and pedestrian count and survey methodology;(2) Establish a national database of bicycle and pedestrian count information generated by these consistent methods and practices; and (3) Use the count and survey information to begin analysis on the correlations between local demographic, climate and land-use factors and bicycle and pedestrian activity.

Alta Planning + Design, a national bicycle and pedestrian planning firm, initiated this effort through the ITE Pedestrian & Bicycle Council in 2003, when it was identified as a priority for the Council and will continue to lead this effort along with the ITE Pedestrian and Bicycle Council. Alta has been responsible for the development of the draft methodology and materials.

This document is a draft effort and any recommendations, corrections or suggestions can be addressed to the National Bicycle and Pedestrian Project at:
info@bikepeddocumentation.org

Table of Contents

Introduction

This document provides detailed instructions on conducting bicycle and pedestrian counts and surveys as part of the National Documentation Project. The document first reviews the proposed dates and times, provides instructions for counts and then provides instructions for surveys.

1. Proposed Count and Survey Dates and Times

Dates

The second week in September is proposed as the official annual national bicycle and pedestrian count and survey week. Participants in the National Documentation Project shall pick at least one weekday (Tuesday, Wednesday, or Thursday) and a Saturday following or preceding the official count dates. Optional counts can be conducted in January, May and July to understand seasonal changes in walking and cycling.

Proposed National Count Dates

Official	Optional	Optional	Optional
Sept. 7-13, 2009	January 13-15, 2009	May 12-14, 2009	July 4-6, 2009
Sept. 6-12, 2010	January 12-14, 2010	May 11-13, 2010	July 3-5, 2010
Sept. 5-11, 2011	January 11-13, 2011	May 10-12, 2011	July 2-4, 2011

To reduce the chance that data is skewed by weather, sports events, or other outside factors, local participants may choose to conduct counts and surveys on more than one weekday during the count week and on the Saturdays preceding and following the count week.

Note 1: The collection of year-long data has allowed us to be able to adjust counts done at any time of the year in most locations. However, we recommend using the National count dates whenever possible.

Note 2: If your agency or group has been conducting counts at other times of the year, continue to do those counts at the same time period rather than change to these dates.

Rationale for Dates

The National Count Date in mid-September was selected because it represents a peak period for walking and bicycling, both work- and school-related. Weather conditions across the country are generally conducive, schools have been underway for several weeks, and people have returned from vacations and are back at work.

At least one weekday and one weekend day should be selected to obtain a sampling of weekday and weekend activity levels. There should be little statistical difference between counts conducted on a Tuesday, Wednesday, or Thursday of the same week, and this provides agencies and organizations some scheduling flexibility.

The other dates were selected to provide a representative sampling of activity during a typical spring (May) and winter (January) period. The 4^{th} of July period was selected because it will afford both a typical summer weekday and what is typically the busiest holiday period and activity period for recreational facilities and activities.

Having an official count week is also important for generating enthusiasm around the date. Much like nationwide Bike to Work Weeks, we hope that the National Documentation Project Week in September will become a much-anticipated annual event in localities around the nation.

Times

Based on our research, we are recommending new time periods for 2009 onwards (see below). However, if you have been doing counts using the old time periods, please keep using these same time periods for all future counts in order to be consistent.

RECOMMENDED TIMES:
Weekday, 5-7 PM
Saturday, 12 noon – 2PM

SECONDARY TIMES:
Weekday, 7 AM to 7 PM
Saturday, 7 AM to 7 PM

Rationale for Time Periods

Time periods are more important for counts than for surveys. Weekday PM peak periods were chosen since the afternoon peak typically has the largest volume of travelers, with commuters, school children and people running errands. Counts conducted during these periods will provide an excellent snapshot of walking and bicycling during the peak periods of the year. Mid-day weekend periods are another peak period. Actual local peak periods may vary with considerably. It is recommended that the national count time periods be collected along with supplementary time periods if it is determined that this period captures the true peak period of activity.

Automatic Machines

While the NBPD is based on manual counts, we strongly encourage agencies and groups conducting counts to consider conducting automatic machine counts in their community. These machines will give invaluable information for estimating annual usage, benefits and other information.

Weather

Weather may be a determinant in selecting one of the three proposed weekdays to conduct counts and surveys, but a participant should not be worried if the weather is poor or unusual during the count period. Weather conditions will be recorded for each count in the Background Data Sheet and be considered as a factor in future analysis. Over time, counts and surveys will average out and overall trends in activity will become apparent.

Number of Counts per Location

We suggest that between 1 and 3 counts be conducted at every location on sequential days and weeks, based on the approximate levels of activity. Areas with high volumes (over 100 people per hour during mid-day periods) can usually be counted once on a weekday and weekend day, unless there is some unusual activity that day or land use nearby.

Areas with lower activity levels and/or with unusual nearby land uses (with any irregular activity, such as a ball park) or activity (such as a special event) should be counted on sequential days or weeks at least one more and possibly two more times.

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2. Counts

2.1 Count Methodology

Count Variables

The proposed counts are intended to identify the numbers of bicyclists and pedestrians passing a specific point or intersection. A person who passes by a point more than once is counted each time they pass by the point. Localities may wish to record additional variables in addition to the number of people passing by, such as bicyclists versus pedestrians, the number of people using wheelchairs or the estimated number of children, teens and adults.

Number of Count Locations

In the interest of maximizing participation, a minimum number of count locations has not been set for the NBPD. Participants may submit data for a single location. However, to understand walking and cycling in a local area, we recommend that participants count at more than one location.

Should an agency wish to conduct more counts, which is recommended, we estimated that, at a minimum, one count should be conducted per 15,000 of population. This was considered a reasonable balance between obtaining representative counts throughout a community, and budget limitations.

Count Location Criteria

Criteria for count and survey locations include:

- Pedestrian and bicycle activity areas or corridors (downtowns, near schools, parks, etc.)
- Representative locations in urban, suburban, and rural locations
- Key corridors that can be used to gauge the impacts of future improvements
- Locations where counts have been conducted historically
- Locations where there are on-going counts being conducted by other agencies through a variety of means, including video taping
- Gaps and pinch points for bicyclists and pedestrians (potential improvement areas)
- Locations where bicycle and pedestrian collision numbers are high
- Select locations that meet as many of the criteria as possible.

It is important to note that a random selection of locations is statistically the best way to estimate area-wide activity levels. However, there is no methodology available today to extrapolate from counts to area-wide estimates—which is currently done using a combination of aggregate-type models. More importantly, a random selection of count locations is likely to result in locations with very little if any activity to count!

Screen Line and Intersection Crossing Counts

The National Count periods are proposed to be manual screen line and intersection crossing counts, conducted by trained counters.

Intersection crossing counts should be conducted at high collision locations and where safety studies are desired. Depending on the volumes of bicyclists and pedestrians, intersection counts may be more complicated and require additional counters because they record two streets as well as turning movements.

Screen line counts are primarily used to identify general trends in volumes, and to see how demographics, land use, and other factors influence walking and bicycling.

The sponsoring agency should determine which method, intersection crossing counts or screenline counts, is better suited to their needs such as safety studies or determining factors that influence walking and bicycling.

2.2 Pre-Count Preparation

To ensure that data received from different participants is comparable and consistent, participants should agree to follow the instructions and guidelines identified below:

STEP 1: IDENTIFY COUNT MANAGER

An agency or organization interested in participating in this process will designate a Count Manager who will serve as the primary contact and manager of the count effort. Because this effort will require time and other resources, prior approval should be obtained prior to embarking on this effort. It is estimated that the lead person will need approximately 8 initial hours of management time and 1 hour of management time for every 8 hours of count time being conducted.

STEP 2: OBTAIN MATERIALS

Count forms and the Background Data Sheet are available from the National Bicycle and Pedestrian Documentation Project website at: www.bikepeddocumentation.org. The Count Manager should check the website to ensure that s/he has the latest versions of the Count Instructions and Forms. Materials can be reproduced freely. The documents provided are:

- Count Instructions (This document)

Included in “National Bicycle and Pedestrian Documentation Project: Forms”:

- Screenline Count Forms

- Intersection Count Forms
- Background Data Sheet
- Background Data Sheet Code and Instructions

STEP 3: SELECT GENERAL COUNT LOCATIONS

Participants may count at only one location, or they may conduct counts at many locations. The following considerations and suggested criteria are provided to help in the selection of general count locations:

- Pedestrian and bicycle activity areas or corridors (downtowns, near schools, parks, etc.)
- Representative locations in urban, suburban, and rural locations
- Key corridors that can be used to gauge the impacts of future improvements
- Locations where counts have been conducted historically
- Locations where there are on-going counts being conducted by other agencies through a variety of means, including video taping
- Gaps and pinch points for bicyclists and pedestrians (potential improvement areas)
- Locations where bicycle and pedestrian collision numbers are high
- Select locations that meet as many of the criteria as possible.

STEP 4: SELECT SPECIFIC COUNT LOCATIONS

Once general locations have been selected, the Count Manager will need to inspect the sites to determine exactly where counters can be positioned. Guidelines for this inspection trip include:

- For multi-use paths and parks, locations near the major access points are best.
- For on-street bikeways, locations where there are few if any alternative parallel routes are best.
- For traditional downtown areas, a location near a transit stop or in the center of downtown is best.
- For shopping malls, a location near the main entrance and transit stop is best. Count at one access point.
- For employment areas, either on the main access roadway or near off-street multiuse paths is best. Count at one access point, typically a sidewalk and street.
- For residential areas, locations near higher density developments or near parks and schools are the best. Count at one access point, typically a sidewalk and street.

For all locations:

- Counts should include travel in both directions.
- Counters will need to be in a safe, visible location and should be on public property in a location that does not block pedestrians or bicyclists.
- You must receive written permission from property owners if you will be on private property.
- If at all possible locate the counters in an area that will be comfortable for them: shade in the summer, protection from the wind in winter.

Rationale for Locations

The recommended locations are based on finding places where bicyclists and pedestrians can be expected to be counted, either now or after improvements have been made. The purpose of the counts is to understand peak bicycle and pedestrian activity on a typical day; while it may be useful to conduct a few counts where pedestrians and cyclists are not expected, it is preferable to understand existing use.

STEP 5: COMPLETE THE BACKGROUND SHEET

This sheet will provide valuable information on the setting and conditions in which the counts take place. Researchers will be able to cross-tabulate things such as usage with land use, density, weather, income, and the survey results. If conducting annual surveys, background data from prior counts should be updated if necessary.

Use the 'Background Data Sheet', available in "National Documentation Project: Forms" to record characteristics of the count locations. A detailed description of each of the background items is provided in the document "National Documentation Project: Forms."

STEP 6: OBTAIN COUNTERS

Each location should require one counter, unless you have selected an extremely busy downtown intersection. You will want to identify and secure a counter for each location plus one backup counter for every 5 locations. Counters can be agency employees, temporary employees, students, volunteers, or a professional data collection firm. You may need to secure insurance coverage for counters, or have them sign a waiver indemnifying your organization.

STEP 7: TRAIN COUNTERS

Counters will need to be trained how to complete forms and interpret field conditions. Trainings can be conducted prior to count times, with a follow-up briefing in the field prior to the actual count times. Counters need to be instructed how to respond to questions from the public on their activities. They should also be instructed on how to fill out the count form, how to count people (specifically, every time a person passes by) and what not to count.

2.3 The Day of the Count

STEP 8: COUNTER EQUIPMENT

All counters should be provided high visibility jerseys, along with name tags identifying the agency/organization they are working for. They should be provided business cards of the lead contact. They should also be provided clip boards and pens, and have a functioning watch. Emergency contact information should be provided for counters. Counts in hot, cold or inclement weather, counters should be provided folding chairs, water, umbrellas (as needed). In very busy areas, a manual clicker may help counters take more accurate counts.

STEP 9: COUNT FORMS

Distribute count forms to counters. Count forms can be reproduced from the document "National Documentation Project: Forms" available on the National Bicycle and Pedestrian Documentation project website: www.bikepeddocumentation.org.

STEP 10: TRANSPORTING AND MANAGING COUNTERS

Counters will need to arrive at the count locations at least 15 minutes ahead of schedule. The count manager should visit each count location to ensure that counters are on schedule. If the count locations are numerous or dispersed, designated supervisors may be needed to visit locations. Counters working in excess of 2 hours will need to be relieved for restroom breaks at least every 2 hours, and 30 minutes for lunch periods.

STEP 11: QUALITY CONTROL

The Count Manager and any location supervisors should conduct a random review of counters during the count period to ensure they are on-duty and tabulating information correctly. Count results that either varies significantly from one time period to the next or that are unusually consistent may need to be explained sufficiently to the Count Manager's satisfaction, or discarded.

STEP 12: COLLECTING FORMS

All forms should be collected by the Count Manager at the conclusion of the count period. The Count Manager should double-check to ensure that the count forms have been completed accurately.

2.4 Submitting Count Data

STEP 13: SUBMITTING DATA

Completed count forms should be reviewed for accuracy and legibility. Any illegible forms should be copied neatly to a fresh count form. After forms are completed they can be submitted along with each location's Background Data Sheet, to data@bikepeddocumentation.org. Participants should keep copies of their forms.

Completed counts can also be entered on the Data Sheet available at www.bikepeddocumentation.org and then submitted to data@bikepeddocumentation.org. Intersection crossing counts should be entered as two locations. See the count forms for tally instructions.

3. SURVEYS

3.1 Survey Methodology

Types of Surveys

There are numerous ways to conduct surveys or questionnaires, including phone interviews, insertion questionnaires into utility bills and paychecks, newsletters, web sites, and in field interviews. The proposed system for this survey is random interviews in the field. This approach will yield the best cross section of a community and higher quality information than any other approach. Phone interviews and other approaches will have a significant bias in the sampling group, since entire groups may be under represented. Additionally, in person interviews will provide details on the person being interviewed that other approaches will not allow.

Surveys are more difficult to administer and more likely to have biased results than counts. In part this is due to the fact that surveyors interact with the person being surveyed and can subconsciously influence the outcome. With counts, observers do not generally interact with the people being counted, and thus have less of a chance to subconsciously influence the outcome. With surveys, the surveyor's choice of who to ask, the surveyor's wording of the questions, and language barriers between the surveyor and the survey taker can bias results. The instructions below serve as a basic guideline for conducting bicycle and pedestrian surveys.

Surveys or questionnaires should be administered during the same general time period (within 3 weeks) as the counts. Step-by-step instructions for performing the surveys are presented below.

3.2 Pre-Survey Preparation

STEP 1: IDENTIFY SURVEY MANAGER

An agency or organization interested in participating in this process will designate a lead person who will serve as the primary contact and manager of the survey effort. Because this effort will require time and other resources, prior approval should be obtained prior to embarking on this effort. It is estimated that the Survey Manager will need approximately 8 initial hours of management and an additional 1 hour of management time for every 2 hours of survey time being conducted.

STEP 2: DOWNLOAD MATERIALS

Survey forms and the Background Data Sheet are available from the National Bicycle and Pedestrian website at: www.bikepeddocumentation.org. The Survey Manager should check the website to ensure that s/he has the latest versions of the Survey Instructions and Forms. Materials can be reproduced freely. The documents provided are:

- Survey Instructions (This document)

Included in "National Bicycle and Pedestrian Documentation Project: Forms":

- Standardized Survey Forms
- Survey Tabulation Forms
- Background Data Sheet
- Background Data Sheet Code and Instructions

STEP 3: SELECT GENERAL SURVEY LOCATIONS

There are two types of surveys: Pedestrian and Bicycle. There are no minimum or maximum number of survey locations that participants need to conduct, but if possible conduct the surveys in the same location as the counts. The following considerations and suggested criteria are provided to help in the selection of general survey locations:

- Pedestrian and bicycle activity areas or corridors
- Representative locations in urban, suburban, and rural locations
- Key corridors that can be used to gauge the impacts of future improvements
- Locations where surveys have been conducted historically
- Locations where bicycle and pedestrian collision numbers are high
- Locations where there are on-going surveys being conducted
- Gaps and pinch points for bicyclists and pedestrians

STEP 4: SELECT SPECIFIC SURVEY LOCATIONS

Once general locations have been selected, the Survey Manager will need to inspect the sites to determine exactly where surveyors can be positioned. Guidelines for this inspection trip include:

Path Survey

1. For multi-use paths, locations near the major access points are best.

On-Street Bikeway Survey

1. For on-street bikeways, locations at signalized intersections or bicycle parking areas are best.
2. Alternatively, bicyclists could be interviewed at their end points, such as work, shopping, or other areas.

Sidewalk Surveys

1. For traditional downtown areas, a location near the center of the downtown is best.
2. For shopping malls, a location near the main entrance and transit stop is best.
3. For employment areas, either on the main access roadway or near an off-street multiuse path is best.
4. For residential areas, locations near higher density developments or near parks and schools are the best.

For all locations:

Surveyors will need to be in a safe, visible location and on public property. You may be able to get permission to conduct surveys on private property such as a mall or major employer. Locations should provide shade and seating for surveyors.

Rationale for Locations

The recommended locations are based on finding places where bicyclists and pedestrians can be expected to congregate, either now or after improvements have been made. There is little point in conducting surveys in locations where pedestrians and bicyclists are almost non-existent.

STEP 5: COMPLETE THE BACKGROUND SHEET

This sheet will provide valuable information on the setting and conditions in which the surveys take place. Researchers will be able to cross-tabulate things such as usage with land use, density, weather, income, setting, trip purpose, and the survey results. If you have already done this for the counts, simply add the information under Surveys. If conducting annual surveys, background data from prior counts should be updated if necessary.

Use the ‘Background Data Sheet’, available in “National Documentation Project: Forms” to record characteristics of the survey locations. A detailed description of each of the background items is provided in the document “National Documentation Project: Forms.”

STEP 6: OBTAIN SURVEYORS

Each location should require two surveyors, unless you have selected an extremely busy location in which case, more surveyors will be needed. You will want to identify and secure two surveyors for each location plus one backup counter for every 5 locations. Surveyors can be agency employees, temporary help, students, volunteers, or a professional data collection firm. You may need to secure insurance coverage for surveyors, or have them sign a waiver indemnifying your organization.

STEP 7: TRAIN SURVEY TAKERS

Surveyors will need to be trained carefully, since the general public is reluctant to be stopped and questioned. The surveys are designed to be completed in less than five minutes. The surveyor should be warned not to be aggressive and respect people’s wishes not to be bothered. The ideal surveyor is a person who can speak clearly, is somewhat outgoing, and presents him or herself well. It is best if surveyors live or work in the neighborhood in which the surveys are being conducted. Surveyors need to be able to ask questions and write responses at the same time. Bilingual speakers may be needed in some locations.

Surveyors should ask the following question as people approach:

> "Hello, do you have time to answer a few questions about walking and biking?"
>
> If yes:
>
> "My name is __________ and I'm conducting this survey for _________________. The information will be used to better understand why people walk and bike where they do. The survey will take about 5 minutes.
>
> "You don't have to answer all the questions, and you can stop taking the survey at any time. I won't ask for any personal information. Would you like to take the survey?

In an area where residents primarily speak another language besides English, survey takers should ask the above question in the appropriate language, and survey forms should be translated into the appropriate language.

To reduce bias inherent in surveying, the Survey Manager should create a methodology for randomly sampling passing pedestrians and cyclists. This could be to ask every single pedestrian and cyclist, or in areas with a lot of traffic, this could be to ask every third or fifth passing pedestrian or cyclist. The important part is to keep it consistent. If a person asks to take the survey, you should let them, but their data should not be counted as it can potentially bias the results. In all cases, surveyors should keep track of the number of people they asked to take the survey so that a refusal rate can be calculated.

To ensure accuracy of the data, surveyors should fill out the form for the survey taker.

Surveyors should be given answers to a list of anticipated questions and trained to refer all other questions to the Survey Manager. Surveyors should have copies of the Survey Manager's business cards on hand.

3.3 Day of the Survey

STEP 8: SURVEY TAKER EQUIPMENT

Survey takers will need to have a clear identification badge and color jersey. A simple sign measuring 2 feet by 2 feet may be placed at the survey location that reads: SURVEY ON PUBLIC USE IN PROGRESS: [AGENCY OR ORGANIZATION NAME].

Survey takers will need to have a method of recording the number of people they asked to calculate the refusal rate. This could be a clipboard and tick marks or a hand held clicker.

STEP 9: SURVEY FORMS

Distribute survey forms to counters. Reproduce survey forms from the appendix materials.

STEP 10: TRANSPORTING AND MANAGING SURVEY TAKERS

Survey takers will need to be driven to the survey locations and arrive at least 15 minutes ahead of schedule. Survey takers working in excess of 2 hours will need to be relieved for restroom breaks at least every 2 hours, and 30 minutes for lunch periods.

STEP 11: QUALITY CONTROL

The Survey Manager should conduct a random review of survey takers during the survey period to ensure they are on-duty and tabulating information correctly. Survey results that either varies significantly from one time period to the next, or that are unusually consistent, may need to be explained sufficiently to the Survey Manager's satisfaction, or discarded.

3.4 Post-Survey Data Tabulation and Submission

STEP 12: COLLECTING FORMS

All forms should be collected by the Survey Manager at the conclusion of the survey period. The Survey Manager should double-check to ensure that the survey forms have been completed accurately.

STEP 13: TABULATING DATA

Once the survey forms are collected, they need to be tabulated. A Survey Tabulation Form and detailed instructions are available at www.bikepeddocumentation.org

STEP 14: SUBMITTING DATA

Please submit the completed Survey Tabulation Forms and Background Data Sheet for each location to data@bikepeddocumentation.org.

National Bicycle and Pedestrian Documentation Project

FORMS

Table of Contents

COUNT AND SURVEY INSTRUCTIONS

Please review these instructions before going to the count or survey site.

Items you should bring to the site include:

1. These instructions
2. Safety vest
3. Location map
4. Count/Survey forms
5. Clipboard
6. Pen or pencil and a spare
7. Watch or time to record 15 minute intervals
8. Count/survey manager business cards
9. Optional: hat, sunscreen, jacket, snacks, water

Once you've reached the site please ensure your safety. Be aware of your surroundings.

It is best to arrive at the site 15 minutes before the count period. Once you've arrived:

1. Find a safe location to conduct the survey or counts.
2. Record the background information at the top of the count/survey form.

If conducting a survey, be sure to approach the bicyclists or pedestrians in a friendly engaging manner. A suggested script is:

> "Hello, do you have time to answer a few questions about walking and biking?"
>
> If yes:
>
> "My name is __________ and I'm conducting this survey for _________________. The information will be used to better understand why people walk and bike where they do. The survey will take about 5 minutes.
>
> "You don't have to answer all the questions, and you can stop taking the survey at any time. I won't ask for any personal information. Would you like to take the survey?

After completing your count or survey period, return your forms to the count/survey manager as soon as possible.

STANDARD SCREENLINE COUNT FORM

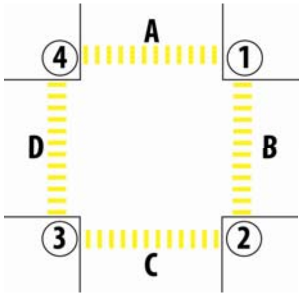
Name: ___________________________ Location: ________________________# ______
Date: _____________ Time Period: _____________ Weather Conditions: _____________

Please fill in your name, count location, date, time period, and weather conditions (fair, rainy, very cold). Count all bicyclists and pedestrians crossing your screen line under the appropriate categories.

- Count for two hours in 15 minute increments.
- Count bicyclists who ride on the sidewalk.
- Count the number of people on the bicycle, not the number of bicycles.
- Pedestrians include people in wheelchairs or others using assistive devices, children in strollers, etc.
- People using equipment such as skateboards or rollerblades should be included in the "Other" category.

	Bicycles		**Pedestrians**		**Others**
	Female	**Male**	**Female**	**Male**	
00-:15					
15-:30					
30-:45					
45-1:00					
1:00-1:15					
1:15-1:30					
1:30-1:45					
1:45-2:00					
Total					

STANDARD BICYCLE INTERSECTION COUNT FORM



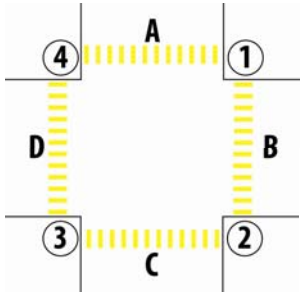
Name: ________________________ Location: _____________________
Date: ____________ Time Period: ____________ Weather: ____________

Please fill in your name, count location, date, time period, and weather conditions (fair, rainy, very cold).
Count all bicyclists crossing your through the intersection under the appropriate categories.

- Count for two hours in 15 minute increments.
- Count bicyclists who ride on the sidewalk.
- Count the number of people on the bicycle, not the number of bicycles.

	Bicycle Counts											
Time Period	**Leaving Leg A**			**Leaving Leg B**			**Leaving Leg C**			**Leaving Leg D**		
	A to B	**A to C**	**A to D**	**B to C**	**B to D**	**B to A**	**C to D**	**C to A**	**C to B**	**D to A**	**D to B**	**D to C**
00-:15												
15-:30												
30-:45												
45-1:00												
1:00-1:15												
1:15-1:30												
1:30-1:45												
1:45-2:00												
Total												
Total Leg:												
Street Name A to C:						**Location 1 (Total Leg A + Total Leg C) =**						
Street Name B to D:						**Location 2 (Total Leg B + Total Leg D) =**						

STANDARD PEDESTRIAN INTERSECTION COUNT FORM



Name: ________________________ Location: _____________________
Date: ____________ Time Period: ____________ Weather: ____________

Please fill in your name, count location, date, time period, and weather conditions (fair, rainy, very cold). Count all pedestrians crossing your through the intersection under the appropriate categories.

- Count for two hours in 15 minute increments.
- Pedestrians include people in wheelchairs or others using assistive devices, children in strollers, etc.
- People using equipment such as skateboards or rollerblades should be included in the "Other" category.

	Pedestrian Counts							
Time Period	**Crossing Leg A**		**Crossing Leg B**		**Crossing Leg C**		**Crossing Leg D**	
	4 to 1	**1 to 4**	**1 to 2**	**2 to 1**	**2 to3**	**3 to 2**	**3 to 4**	**4 to 3**
00-:15								
15-:30								
30-:45								
45-1:00								
1:00-1:15								
1:15-1:30								
1:30-1:45								
1:45-2:00								
Total								
Total Leg:								
Street Name A to C:			**Location 1 (Total Leg A + Total Leg C) =**					
Street Name B to D:			**Location 2 (Total Leg B + Total Leg D) =**					

STANDARD PEDESTRIAN SURVEY

Location: ________________________ Date: _____________ Time: ________

Surveyor: ________________________ Weather: ______________________________

(sunny, cloudy, rainy, windy, hot, and/or cold)

"Excuse me, but may I ask you a few questions? I'm with [name of agency] and we want to learn more about why people walk where they do. This will take less than two minutes and the information will be kept confidential."

1. What is your home zip code?

Home zip code: _______________

2. What best describes the purpose of this trip?

☐ Exercising (a) ☐ Work commute (b) ☐ School (c)

☐ Recreation (d) ☐ Shopping/doing errands (e) ☐ Personal business (medical, visiting friends, etc.) (f)

3. In the past month, about how often have you walked here?

☐ First time (a) ☐ 0 – 5 times (b) ☐ 6 – 10 times (c) ☐ 11 – 20 times (d) ☐ Daily (e)

4. Please check the seasons in which you walk.

☐ All Year (a) ☐ Summer (b) ☐ Fall (c) ☐ Winter (d) ☐ Spring (e)

5. What is the total length of this trip (start to finish)? *(complete one or more of the following)*

***1. Distance**: _______ miles*		***and / or***	***2. Time**: _______ minutes*
and / or	***3. Origin (zip code) __________*** *Or location description other than zip code:** ________________________________ ** Address, intersection, landmark, etc.*	***and***	***Destination (zip code) __________*** *Or location description other than zip code:** ________________________________ ** Address, intersection, landmark, etc.*

6. Will any part of this current trip be taken on public transit?

☐ Yes (a) ☐ No (b)

7. If you were not walking for this trip, how would you be traveling?

☐ Car (a) ☐ Carpool (b) ☐ Transit (c) ☐ Bicycle (d) ☐ I would not make this trip (e)

8. Why are you using this route as opposed to walking somewhere else? *(please check all that apply)*

☐ Accessible/close (a) ☐ Direct (b) ☐ Lower traffic volumes (c) ☐ Heard about it through friends, media, etc.(d)

☐ Scenic qualities (e) ☐ Level (f) ☐ Personal safety (g) ☐ Connection to transit (h)

9. What would you like to see improved along this route (mark with an 'X') and community in general (mark with an 'O')? *(please check all that apply)*

☐ Wider sidewalks (a) ☐ Better surface (b) ☐ Better street crossings (c)

☐ More shade trees (e) ☐ Benches (f) ☐ Access to shops, etc. (g)

☐ More sidewalks (h)

10. What ethnic group do you belong to? *(please check all that apply) (optional)*

☐ Hispanic/Latino (a) ☐ African American (b) ☐ Anglo/Caucasian (c) ☐ Asian (d)

STANDARD BICYCLE SURVEY

Location: ________________________ Date: _____________ Time: ________

Surveyor: ________________________ Weather: ______________________________

(sunny, cloudy, rainy, windy, hot, and/or cold)

"Excuse me, but may I ask you a few questions? I'm with [name of NTPP agency] and we want to learn more about why people bike where they do. This will take less than two minutes and the information will be kept confidential."

1. What is your home zip code?

Home zip code: _______________

2. What best describes the purpose of this trip?

☐ Exercising (a) ☐ Work commute (b) ☐ School (c)

☐ Recreation (d) ☐ Shopping/doing errands (e) ☐ Personal business (medical, visiting friends, etc.) (f)

3. In the past month, about how often have you ridden a bicycle here?

☐ First time (a) ☐ 0 – 5 times (b) ☐ 6 – 10 times (c) ☐ 11 – 20 times (d) ☐ Daily (e)

4. Please check the seasons in which you bicycle.

☐ All Year (a) ☐ Summer (b) ☐ Fall (c) ☐ Winter (d) ☐ Spring (e)

5. What is the total length of this trip (start to finish)? *(complete one or more of the following)*

<table>
<tr><td colspan="2">1. Distance: _______ miles (a)</td><td>and / or</td><td>2. Time: _______ minutes (b)</td></tr>
<tr><td rowspan="2">and / or</td><td>3. Origin (zip code) __________ (c)
Or location description other than zip code:*
____
* Address, intersection, landmark, etc.</td><td>and</td><td>Destination (zip code) __________ (d)
Or location description other than zip code:*
____
* Address, intersection, landmark, etc.</td></tr>
</table>

6. Will any part of this current trip be taken on public transit?

☐ Yes (a) ☐ No (b)

7. If you were not biking for this trip, how would you be traveling?

☐ Car (a) ☐ Carpool (b) ☐ Transit (c) ☐ Walking (d) ☐ I would not make this trip (e)

8. Why are you using this route as opposed to riding somewhere else? *(please check all that apply)*

☐ Accessible/close (a) ☐ Direct (b) ☐ Lower traffic volumes (c) ☐ Scenic qualities (d)

☐ Level (e) ☐ Bike lanes (f) ☐ Wider lanes (g) ☐ Separation from traffic (h)

☐ Connection to transit (i) ☐ Heard about it through friends, media, etc. (j)

9. What would you like to see improved along this route (mark with an 'X') and community in general (mark with an 'O')? *(please check all that apply)*

☐ Bike lanes (a) ☐ Better surface (b) ☐ Shoulders (c) ☐ Less traffic (d)

☐ Signs/stencils (e) ☐ Better maintenance (f) ☐ Signal detection (g) ☐ Better crossings (h)

10. What ethnic group do you belong to? *(please check all that apply) (optional)*

☐ Hispanic/Latino (a) ☐ African American (b) ☐ Anglo/Caucasian (c) ☐ Asian (d)

BACKGROUND DATA SHEET

The Background Data Sheet is included in the Data Tabulation Form Excel Spreadsheet. The Spreadsheet is downloadable from the NBPD website (www.bikepeddocumentation.org).

Each count and survey location will be identified by a Location Number that in turn is associated with a Background Data Sheet. If possible, include a numbered digital photo with each count and survey location. The Background Data Sheet is intended to allow researchers to test the impact of various background materials against count and survey results. Please fill out the data to the best of your ability. Most of this data is available through published sources such as the U.S. Census (demographics, journey to work), Bureau of Transportation Statistics (National Household Travel Survey), or by regional agencies.

The Bicycle Friendly Community website (www.bicyclefriendlycommunity.org) website also provides direct links to most of the relevant U.S. Census and other data sources. You may leave these blank if you do not know the answers, or if the information is not available.

The following key will help you fill in the required fields in the excel spreadsheet:

General Area Background:
General area is described as the jurisdictions where the counts or surveys are being conducted, which could range from a community to a region

- Name of Jurisdiction: region, city, town, county, or community
- If County or Region, number of local agencies included in count or survey area
- Source of demographic data
- Year of data
- Population of survey or count area
- Density (people per square mile)
- Bicycle mode share: Journey to Work
- Pedestrian mode share: Journey to Work
- Average age
- Average income
- Number of annual visitors to area (if not published, enter best guess in round numbers)

Count and Survey Location Description:
To be completed for each count and survey location.

Type of facility:

1 = paved multi use path at least 8 feet wide
2 = unpaved trail
3 = bike lane with standard signing and striping
4 = signed bike route
5 = street or road with marked shoulders (min. 2 feet wide)
6 = street or road with no shoulders or less than 2 feet wide
7 = sidewalk (at least 4 feet wide)
8 = unimproved (dirt, gravel) shoulder

Type of setting:

1 = urban
2 = suburban
3 = rural

Scenic Quality:

1 = high scenic qualities (views, shaded, quiet, historical)
2 = neutral or better scenic qualities
3 = poor scenic qualities

Surrounding land uses (within 1 to 2 miles):

1 = residential
2 = rural/agricultural/open space
3 = retail
4 = office
5 = manufacturing/warehouse

Schools, parks, visitor destinations adjacent or close to the facility:

1 = none
2 = 1-2
3 = 3-5
4 = 6 and over

Quality of connecting facilities (paths, bike lanes, routes):

1 = no connections, poor access
2 = limited connections (one end only)
3 = good system connections (both ends)
4 = excellent system connections (both ends and intermediate)

Length of Facility:

1 = less than 1 mile
2 = 1-2 miles
3 = 2-5 miles
4 = 5-10 miles
5 = over 10 miles
6 = part of sidewalk network

Access:

1 = poor direct access from adjacent neighborhoods
2 = adequate access
3 = excellent access, including trailheads
4 = part of sidewalk system

Quality of overall network:

1 = poor community system of bikeways or walkways
2 = adequate community system (intermittent)
3 = good community system (continuous, good condition)

Traffic volumes (ADT) of adjacent road:
1 = under 2,500 ADT
2 = 2,500 – 7,500 ADT
3 = 7,500 – 15,000 ADT
4 = over 15,000 ADT

Traffic speeds (posted) of adjacent roads:
1 = 25mph
2 = 26-35 mph
3 = 36-45 mph
4 = 46-55mph
5 = 56mph or over

Crossings and Intersections (average number per linear feet):
1 = every 400 feet or less
2 = every 400-1,000 feet
3 = every 1,000-5,000 feet
4 = 5,000-10,000 feet
5 = none

Crossing and Intersection Traffic:
1 = all minor streets (less than 2,500 ADTs)
2 = minor to moderate traffic (2,501 – 7,500 ADTs)
3 = minor to high traffic (7,501 – 15,000 ADTs)
4 = minor to very high traffic (over 15,001 ADTs)

Crossing and Intersection Protection:
1 = inadequate (no crosswalks, stop signs, or signals)
2 = minimal: crosswalks only
3 = adequate: crosswalks, stop signs, and signals as needed

Condition:
1 = poor condition (rough surface, vandalism, debris, etc.)
2 = good condition (smooth surface, good maintenance)

Topography:
1 = level
2 = moderate grades
3 = steep topography

Count or Survey Data

To be completed for each count or survey

Date: date of count or survey

Time period:

1 = weekday, 7-9am
2 = weekend, 12-2pm
3 = weekday, 3-5pm
4 = weekday, 7am – 7pm
5 = weekend, 7am – 7pm

Weather:

1 = extreme (heavy rain, snow, freezing, very humid, over 95 degrees)
2 = poor (32-50 degrees, 90-95 degrees, light rain, wind)
3 = acceptable (50-90 degrees, no rain)

Bicycles: number of bicycles counted or interviewed during period

Pedestrians: number of pedestrians counted or interviewed during period

Other: number of equestrians, skaters, bladders, skateboards, and others counted or interviewed

INSTRUCTIONS FOR SURVEY TABULATION

Use the survey tabulation form to compile the answers to surveys on one sheet. There is a tabulation form for each type of survey. For each survey, mark an “x” in the box that corresponds with the answer to each question. For questions with more than one answer, mark an “x” next to each answer given.

For example, for the pedestrian survey question one: “What best describes why you are out here today?” survey respondent one answered “a: Exercising” and survey respondent two answered “b: Going to Work.” For sidewalk survey question two: “In the past month, about how often have you walked or rode here?” respondent one answered “a. First time” and respondent two answered “d. 10-20 times.” To tabulate these results, you would record the respondent one’s answers in column 1 and respondent two’s answers in column 2. Answers would be recorded next to the appropriate question number.

An example of this hypothetical situation is below:

Example Sidewalk Survey Tabulation Form

		Survey Numbers														
		1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**
Answer Number	**1a**	**X**														
	1b		**X**													
	1c															
	2a	**X**														
	2b															
	2c															
	2d		**X**													
	2e															

PEDESTRIAN SURVEY TABULATION FORM

Name: ___________________________ Location: ________________________# ______
Date: _____________ Time Period: _____________ Sheet # ______________

Answer Number	Survey Numbers														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1a															
1b															
1c															
2a															
2b															
2c															
2d															
2e															
3a															
3b															
3c															
3d															
3e															
4a															
4b															
4c															
4d															
5a															
5b															
5c															
5d															
6a															
6b															
6c															
6d															
6e															
6f															

BICYCLE SURVEY TABULATION FORM

Name: ___________________________ Location: ________________________# ______
Date: _____________ Time Period: _____________ Sheet # ______________

		Survey Numbers														
Answer Number		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	1a															
	1b															
	1c															
	2a															
	2b															
	2c															
	2d															
	2e															
	3a															
	3b															
	3c															
	3d															
	3e															
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	4c															
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	7e															
	7f															
	7g															

APPENDIX B - COST AND PRICE ANALYSIS FORM[1]

COST AND PRICE ANALYSIS - RESEARCH AND DEVELOPMENT CONTRACTS				
This form is to be used in lieu of FAA Form 3515 as provided under FAPR 2-16.260-2, it will be executed and submitted with proposals in response to "Requests for Proposals," for procurement of research and development services. If your cost accounting system does not permit analysis of costs as required, contact the purchasing office for further instructions.			PURCHASE REQUEST NUMBER	
NAME AND ADDRESS OF OFFERER	TITLE OF PROJECT			
DETAIL DESCRIPTION		ESTIMATED HOURS	RATE/HOUR	TOTAL ESTIMATED COST (Dollars)
1. DIRECT LABOR(Specify)				
TOTAL DIRECT LABOR				
2. BURDEN (Overhead-specify) Dept. or Cost Center	Burden Rate	X BASE	BURDEN ($)	
TOTAL BURDEN				
3. DIRECT MATERIAL				
TOTAL MATERIAL				
4. SPECIAL TESTING (Including field work at Government installations)				
TOTAL SPECIAL TESTING				
5. SPECIAL EQUIPMENT (If direct charge - specify in Exhibit B on reverse				
6. TRAVEL (If direct charge)				
a. TRANSPORTATION				
b. PER DIEM OR SUBSISTENCE				
TOTAL TRAVEL				
7. CONSULTANTS (Identify - purpose - rate)				
TOTAL CONSULTANTS				
8. SUBCONTRACTORS (Specify in Exhibit A on reverse)				
9. OTHER DIRECT COSTS (Specify in Exhibit B on reverse - explain royalty costs, if any)				
10. TOTAL DIRECT COST AND BURDEN				
11. GENERAL AND ADMINISTRATIVE EXPENSE (Rate % of item nos.)				
12. TOTAL ESTIMATED COST				
13. FIXED FEE OR PROFIT (State basis for amount in proposal)				
14. TOTAL ESTIMATED COST AND FIXED FEE OR PROFIT				

[1] This document is available as an Excel spreadsheet by email upon request to Project Manager.

15. OVERHEAD RATE AND GENERAL AND ADMINISTRATIVE RATE INFORMATION		
A. GOVERNMENT AUDIT PERFORMED	DATE OF AUDIT	ACCOUNTING PERIOD COVERED
B. NAME AND ADDRESS OF GOVERNMENT AGENCY MAKING AUDIT		C. DO YOUR CONTRACTS PROVIDE NEGOTIATED OVERHEAD RATES? ( ) NO ( ) YES *(IF YES, NAME AGENCY NEGOTIATING RATES)*

D. (If no Government rates have been established, furnish the following information)

DEPARTMENT OR COST CENTER	RATE	TOTAL INDIRECT EXPENSE POOL		BASE FOR TOTAL

16. EXHIBIT A - SUBCONTRACT COSTS (If more space needed, use blank sheets, identify item number)

NAME AND ADDRESS OF SUBCONTRACTOR(S)	SUBCONTRACTED WORK	SUBCONTRACT	
		TYPE	AMOUNT
	TOTAL		

17. EXHIBIT B - OTHER DIRECT COSTS (If more space needed, use blank sheets, identify item number)

TOTAL	

CERTIFICATE

The labor rates and the overhead costs are current and other estimated costs have been determined by generally accepted accounting principles. Bidder represents: (a) that he__has, __has not, employed or retained any company or person (other than a full-time bona fide employee working solely for the bidder) to solicit or secure his contract, and (b) that he__has, __has not, paid or agreed to pay to any company or person (other than a full-time bona fide employee working solely for the bidder) any fee, commission, percentage or brokerage fee, contingent upon or resulting from the award of this contract, and agrees to furnish information relating to (a) and (b) above, as requested by the Contracting Officer.

For interpretation of the representation including the term "bona fide employee," see Code of Federal Regulations, Title 44, Part 150.

NO. OF CONTRACTOR EMPLOYEES: [ ] 500 AND UNDER [ ] OVER 500 [ ] OVER 750 [ ] OVER 1,000	STATE INCORPORATED IN:
DATE	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE OF CONTRACTOR

APPENDIX C,
CALIFORNIA LEVINE ACT STATEMENT

California Government Code § 84308, commonly referred to as the "Levine Act," precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than $250 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the officer, or received by the officer on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

MTC's commissioners include:

Tom Azumbrado	Dorene M. Giacopini	Jon Rubin
Tom Bates	Federal D. Glover	Bijan Sartipi
Dave Cortese	Scott Haggerty	James P. Spering
Dean J. Chu	Anne W. Halsted	Adrienne J. Tissier
Chris Daly	Steve Kinsey	Amy Rein Worth
Bill Dodd	Sue Lempert	Ken Yeager
	Jake Mackenzie	

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than $250 to any MTC commissioner in the 12 months preceding the date of the issuance of this request for qualifications?

   ___ YES ___ NO
   If yes, please identify the commissioner: ______________________________

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than $250 to any MTC commissioners in the three months following the award of the contract?

   ___ YES ___ NO
   If yes, please identify the commissioner: ______________________________

Answering yes to either of the two questions above does not preclude MTC from awarding a contract to your firm. It does, however, preclude the identified commissioner(s) from participating in the contract award process for this contract.

______________________ ______________________________
DATE (SIGNATURE OF AUTHORIZED OFFICIAL)

____
(TYPE OR WRITE APPROPRIATE NAME, TITLE)

____
(TYPE OR WRITE NAME OF COMPANY)

APPENDIX D,
SYNOPSIS OF PROVISIONS IN MTC'S STANDARD CONSULTANT AGREEMENT

The selected consultant will be required to sign MTC's standard consultant agreement, a copy of which standard agreement may be obtained from the Project Manager for this RFP. In order to provide bidders with an understanding of some of MTC's standard contract provisions, the following is a synopsis of the major requirements in our standard agreement for professional services. THE ACTUAL LANGUAGE OF THE STANDARD CONSULTANT AGREEMENT SUPERSEDES THIS SYNOPSIS.

<u>Termination</u>: MTC may, at any time, terminate the Agreement upon written notice to Consultant. Upon termination, MTC will reimburse the Consultant for its costs for incomplete deliverables up to the date of termination. Upon payment, MTC will be under no further obligation to the Consultant. If the Consultant fails to perform as specified in the agreement, MTC may terminate the agreement for default by written notice following a period of cure, and the Consultant is then entitled only to compensation for costs incurred for work products acceptable to MTC, less the costs to MTC of rebidding.

<u>Insurance Requirement</u>: See *Appendix D-1*.

<u>Independent Contractor</u>: Consultant is an independent contractor and has no authority to contract or enter into any other agreement in the name of MTC. Consultant shall be fully responsible for all matters relating to payment of its employees including compliance with taxes.

<u>Indemnification</u>: Consultant agrees to defend, indemnify and hold MTC harmless from all claims, damages, liability, and expenses resulting from any negligent or otherwise wrongful act or omission of Consultant in connection with the agreement. Consultant agrees to defend any and all claims, lawsuits or other legal proceedings brought against MTC arising out of such negligent or wrongful acts or omissions. The Consultant shall pay the full cost of the defense and any resulting judgments.

<u>Data Furnished by MTC</u>: All data, reports, surveys, studies, drawings, software (object or source code), electronic databases, and any other information, documents or materials ("MTC Data") made available to the Consultant by MTC for use by the Consultant in the performance of its services under this Agreement shall remain the property of MTC and shall be returned to MTC at the completion or termination of this Agreement. No license to such MTC Data, outside of the Scope of Work of the Project, is conferred or implied by the Consultant's use or possession of such MTC Data. Any updates, revisions, additions or enhancements to such MTC Data made by the Consultant in the context of the Project shall be the property of MTC.

<u>Ownership of Work Product</u>: All data, reports, surveys, studies, drawings, software (object or source code), electronic databases, and any other information, documents or materials ("Work Product") written or produced by the Consultant under this Agreement and provided to MTC as a deliverable shall be the property of MTC. Consultant will be required to assign all rights in copyright to such Work Product to MTC.

Personnel and Level of Effort: Personnel assigned to this Project and the estimated number of hours to be supplied by each will be specified in an attachment to the Agreement. No substitution of personnel or substantial decrease of hours will be allowed without prior written approval of MTC.

Subcontracts: No subcontracting of any or all of the services to be provided by Consultant shall be allowed without prior written approval of MTC. MTC is under no obligation to any subcontractors.

Consultant's Records: Consultant shall keep complete and accurate books, records, accounts and any and all work products, materials, and other data relevant to its performance under this Agreement. All such records shall be available to MTC for inspection and auditing purposes. The records shall be retained by Consultant for a period of not less than four (4) years following the fiscal year of the last expenditure under this Agreement.

Prohibited Interest: No member, officer or employee of MTC can have any interest in this agreement or its proceeds and Consultant may not have any interest which conflicts with its performance under this Agreement.

Governing Law. The Agreement shall be governed by the laws of the State of California.

APPENDIX D-1,
INSURANCE REQUIREMENTS

Minimum Insurance Coverages. CONSULTANT shall, at its own expense, obtain and maintain in effect at all times the following types of insurance against claims, damages and losses due to injuries to persons or damage to property or other losses that may arise in connection with the performance of work under this Agreement, placed with insurers with a Best's rating of A-X or better.

Yes (√)	**Please certify by checking the boxes at left that required coverages will be provided within five (5) days of MTC's notice to firm that it is the successful proposer.**
___	Workers' Compensation Insurance in the amount required by the applicable laws, and Employer's Liability insurance with a limit of not less than $1,000,000 per employee and $1,000,000 per occurrence, and any and all other coverage of CONSULTANT's employees as may be required by applicable law. Such policy shall contain a Waiver of Subrogation endorsement in favor of MTC. Such Workers Compensation & Employers Liability may be waived, if and only for as long as CONSULTANT is a sole proprietor with no employees.
___	Commercial General Liability Insurance for Bodily Injury and Property Damage liability, covering the operations of CONSULTANT and CONSULTANT's officers, agents, and employees and with limits of liability which shall not be less than $1,000,000 combined single limit per occurrence with a general aggregate liability of not less than $2,000,000, and Personal & Advertising Injury liability with a limit of not less than $1,000,000. Expense for Indemnitee's defense costs shall be outside of policy limits and such policy shall be issued on a Duty to Defend Primary Occurrence Form. MTC, FHWA, Caltrans, and their directors, commissioners, officers, representatives, agents and employees are to be named as additional insureds. Such insurance as afforded by this endorsement shall be primary as respects any claims, losses or liability arising directly or indirectly from CONSULTANT's operations.
___	Business Automobile Insurance for all automobiles owned, used or maintained by CONSULTANT and CONSULTANT's officers, agents and employees, including but not limited to owned, leased, non-owned and hired automobiles, with limits of liability which shall not be less than $1,000,000 combined single limit per occurrence.
___	Umbrella Insurance in the amount of $5,000,000 providing excess limits over Employer's Liability, Automobile Liability, and Commercial General Liability Insurance.
___	Errors and Omissions Professional Liability Insurance (if applicable) in an amount no less than $1,000,000. If such policy is written on a "Claims-Made" (rather than an "occurrence") basis, CONSULTANT agrees to maintain continuous coverage in effect from the date of the commencement of services to

	at least three (3) years beyond the termination or completion of services or until expiration of any applicable statute of limitations, whichever is longer. The policy shall provide coverage for all work performed by the CONSULTANT and any work performed or conducted by any subcontractor/consultant working for or performing services on behalf of the CONSULTANT. No contract or agreement between the CONSULTANT and any subcontractor/consultant shall relieve the CONSULTANT of the responsibility for providing this Errors & Omissions or Professional Liability coverage for all work performed by the CONSULTANT and any subcontractor/consultant working on behalf of the CONSULTANT on the project.
___	<u>Property Insurance</u> covering CONSULTANT'S own business personal property and equipment to be used in performance of this Agreement, materials or property to be purchased and/or installed on behalf of MTC (if any), debris removal, and builders risk for property in the course of construction (if applicable). Coverage shall be written on a "Special Form" ("All Risk") that includes theft, but excludes earthquake, with limits at least equal to the replacement cost of the property. Such policy shall contain a Waiver of Subrogation in favor of MTC. If such insurance coverage has a deductible, the CONSULTANT shall also be liable for the deductible.

By signing below, you acknowledge and agree to provide the required certificate of insurance providing verification of the minimum insurance requirements listed above within five (5) days of MTC's notice to firm that it is the successful proposer.	
Representative Name and Title	
Name of Authorizing Official	
Authorized Signature	
Date	

NOTE: If you were unable to check "Yes" for any of the required minimum insurance coverages listed above, a request for exception to the appropriate insurance requirement(s) must be brought to MTC's attention no later than the date for protesting RFP provisions. If such objections are not brought to MTC's attention consistent with the protest provisions of this RFP, compliance with the insurance requirements will be assumed.

APPENDIX E,
DEPARTMENT OF TRANSPORTATION REQUIREMENTS

1. Equal Employment Opportunity. Consultant shall not, on the grounds of race, color, sex, age, religion, national origin, ancestry, physical handicap, medical condition, or marital status either discriminate or permit discrimination against any employee or applicant for employment in any manner prohibited by Federal, State or local laws. In the event of Consultant non-compliance, MTC may cancel, terminate or suspend the Agreement in whole or in part. Consultant may also be declared ineligible for further contracts with MTC.

Consultant and its subcontractors shall take affirmative action to ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultant and its subcontractors shall post in conspicuous places, available to all employees and applicants for employment, a notice setting forth these provisions.

2. Disadvantaged Business Enterprise (DBE) and Small Business Enterprise Policy.

A. This Agreement is subject to 49 CFR, Part 26 entitled "Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs." Proposers who obtain DBE participation on this contract will assist Caltrans in meeting its federally mandated statewide overall DBE goal.

B. If the contract has an under-utilized DBE (UDBE) goal, the Consultant must meet the UDBE goal by using UDBEs as subcontractor or document a good faith effort to meet the goal. If a UDBE subcontractor is unable to perform, the Consultant must make a good faith effort to replace him/her with another UDBE subcontractor if the goal is not otherwise met. A UDBE is a firm meeting the definition of a DBE as specified in 49 CFR and is one of the following groups:

1. Black American
2. Asian-Pacfic American
3. Native American
4. Women

C. DBE and other small businesses, as defined in 49 CFR, Part 26 are encouraged to participate in the performance of agreements financed in whole or in part with federal funds. The Consultant, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Consultant shall carry out applicable requirements of 49 CFR, Part 26 in the award and administration of US DOT- assisted agreements. Failure by the Consultant to carry out these requirements is a material breach of this Agreement, which may result in the termination of this Agreement or such other remedy as the recipient deems appropriate.

D. Any subcontract entered into as a result of this Agreement shall contain all of the provisions of this section.

2.1 Prompt Payment of Funds Withheld to Subcontractors

MTC shall hold retainage from the prime Consultant and shall make prompt and regular incremental acceptances of portions, as determined by the agency, of the contract work, and pay retainage to the prime Consultant based on these acceptances. The prime Consultant, or subcontractor, shall return all monies withheld in retention from a subcontractor within 30 days after receiving payment for work satisfactorily completed and accepted including incremental acceptances of portions of the contract work by the agency. Federal law (49 CFR26.29) requires that any delay or postponement of payment over 30-days may take place only for good cause and with the agency's prior written approval. Any violation of this provision shall subject the violating prime Consultant or subcontractor to the penalties, sanctions and other remedies specified in Section 7108.5 of the Business and Professions Code. These requirements shall not be construed to limit or impair any contractual, administrative, or judicial remedies otherwise available to the prime Consultant or subcontractor in the event of a dispute involving late payment or nonpayment by the prime Consultant, deficient subcontract performance, or noncompliance by a subcontractor. This provision applies to both DBE and non-DBE prime Consultants and subcontractors.

Any subcontract entered into as a result of this Agreement shall contain all of the provisions of this section.

2.2 DBE Records

A. The Consultant shall maintain records of materials purchased and/or supplied from all subcontracts entered into with certified DBEs. The records shall show the name and business address of each DBE or vendor and the total dollar amount actually paid each DBE or vendor, regardless of tier. The records shall show the date of payment and the total dollar figure paid to all firms. DBE prime Consultants shall also show the date of work performed by their own forces along with the corresponding dollar value of the work.

B. Upon completion of the Agreement, a summary of these records shall be prepared and submitted on the form entitled, "Final Report-Utilization of Disadvantaged Business Enterprises (DBE) First-Tier Subcontractors," CEM-2402F (Exhibit 17-F in Chapter 17 of the LAP), certified correct by the Consultant or the Consultant's authorized representative and shall be furnished to the Contract Manager with the final invoice. Failure to provide the summary of DBE payments with the final invoice will result in twenty-five percent (25%) of the dollar value of the invoice being withheld from payment until the form is submitted. The amount will be returned to the Consultant when a satisfactory "Final Report Utilization of Disadvantaged Business Enterprises (DBE) First-Tier Subcontractors"is submitted to the Contract Manager.

1) Prior to the fifteenth of each month, the Consultant shall submit documentation to the MTC's Project Manager showing the amount paid to DBE trucking companies. The Consultant shall also obtain and submit documentation to the Agency's Contract Manager showing the amount paid by DBE trucking companies to all firms, including owner-operators, for the leasing of trucks. If the DBE leases trucks from a non-DBE, the Consultant may count only the fee or commission the DBE receives as a result of the lease arrangement.

(2) The Consultant shall also submit to the MTC's Project Manager documentation showing the truck number, name of owner, California Highway Patrol CA number, and if applicable, the DBE certification number of the truck owner for all trucks used during that month. This documentation shall be submitted on the Caltrans Monthly DBE Trucking Verification, CEM-2404(F) form provided to the Consultant by the Agency's Contract Manager.

2.3 DBE Certification and De-certification Status

If a DBE subcontractor is decertified during the life of the Agreement, the decertified subcontractor shall notify the Consultant in writing with the date of de-certification. If a subcontractor becomes a certified DBE during the life of the Agreement, the subcontractor shall notify the Consultant in writing with the date of certification. Any changes should be reported to the Agency's Contract Manager within 30 days.

2.4 Materials or supplies purchased from DBEs will count towards DBE credit, and if a DBE is also a UDBE, purchases will count towards the UDBE goal under the following conditions:

A. If the materials or supplies are obtained from a DBE manufacturer, 100 % of the cost of the materials or supplies will count toward the DBE participation. A DBE manufacturer is a firm that operates or maintains a factory or establishment that produces on the premises, the materials, supplies, articles, or equipment required under the Agreement and of the general character described by the specifications.

B. If the materials or supplies purchased from a DBE regular dealer, count 60 % of the cost of the materials or supplies toward DBE goals. A regular dealer is a firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the Agreement, are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. To be a regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question. A person may be a regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone or asphalt without owning, operating or maintaining a place of business provided in this section.

C. f the person both owns and operates distribution equipment for the products, any supplementing of regular dealers' own distribution equipment, shall be by a long-term lease agreement and not an ad hoc or Agreement-by-Agreement basis. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not regular dealers within the meaning of this section.

D. Materials or supplies purchased from a DBE, which is neither a manufacturer nor a regular dealer, will be limited to the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on the job site, provided the fees are reasonable and not excessive as compared with fees charged for similar services.

2.5 Performance of DBE Consultants and Other DBE Subcontractors/Suppliers

A. A DBE performs a commercially useful function when it is responsible for execution of the work of the Agreement and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the DBE must also be responsible with respect to materials and supplies used on the Agreement, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether a DBE is performing a commercially useful function, evaluate the amount of work subcontracted, industry practices; whether the amount the firm is to be paid under the Agreement is commensurate with the work it is actually performing, and other relevant factors.

B. A DBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, Agreement, or project through which funds are passed in order to obtain the appearance of DBE participation. In determining whether a DBE is such an extra participant, examine similar transactions, particularly those in which DBEs do not participate.

C. If a DBE does not perform or exercise responsibility for at least thirty percent of the total cost of its Agreement with its own work force, or the DBE subcontracts a greater portion of the work of the Agreement than would be expected on the basis of normal industry practice for the type of work involved, it will be presumed that it is not performing a commercially useful function.

3. Title VI of Civil Rights Act of 1964. Consultant agrees to comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d) and its implementing regulations in 49 CFR Part 21.

4. Debarment. In contracts over $25,000, Consultant is required to certify, prior to executing a contract, that neither it nor its principals have been debarred from certain federal transactions by any Federal agency and to require any subcontractors with subcontracts over $25,000 to provide a similar certification. (A copy of the required certification is included with this Appendix.)

5. Audit and Inspection of Records. Consultant shall permit the authorized representatives of DOT, Federal Transit Administration (FTA) or the Federal Highway Administration (FHWA, and the Comptroller General of the United States to inspect and audit all data and records of the Consultant relating to its performance under this Agreement from the date of this Agreement until three (3) years after the close out of the federal grant from which this Agreement is financed, or four (4) years after the fiscal year of the expenditure, whichever is longer. This requirement must be passed along to subcontractors, excluding purchase orders not exceeding $25,000.

6. Subcontractors

a. Nothing contained in this Agreement or otherwise, shall create any contractual relation between the MTC and any subcontractors, and no subcontract shall relieve the Contractor of his/her responsibilities and obligations hereunder. The Consultant agrees to be as fully responsible to the MTC for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Consultant. The Consultant's obligation to pay its subcontractors is an independent obligation from the MTC’s obligation to make payments to the Consultant.

b. Any subcontract in excess of $25,000, entered into as a result of this Agreement, shall contain all the provisions stipulated in this Agreement to be applicable to subcontractors.

c. Consultant shall pay its subcontractors within ten (10) calendar days from receipt of each payment made to the Consultant by the MTC.

d. Any substitution of subcontractors must be approved in writing by the MTC's Project Manager in advance of assigning work to a substitute subcontractor.

7. Federal Grant Requirements. Those laws, statutes, ordinances, rules, regulations and procedural requirements which are imposed on MTC as a recipient of federal funds are imposed on Consultant, including compliance with 49 CFR Part 18, FTA Circular 4220.1D and the current FTA Master Agreement, a copy of which is available through MTC.

8. Identification of Documents. All reports and other documents completed as part of this Agreement shall carry the following notation on the front cover or title page:

   The preparation of this report has been financed in part by grants from the Federal Transit Administration, U.S. Department of Transportation. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation.

9. Rights in Data. The Federal Government reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes: (a) the copyright in any work developed under this Agreement; and (b) any rights of copyright to which MTC or Consultant purchases ownership under this Agreement.

10. State Energy Conservation Plan. Consultant shall comply with all mandatory standards and policies relating to energy efficiency that are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. § 6321 *et seq*.).

11. Clean Air and Water Pollution Act. Consultant agrees to comply with the applicable requirements of all standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. § 7501 *et seq*.), the Clean Water Act (33 U.S.C. § 1251 *et seq*.), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15).

12. Restrictions on Lobbying. In agreements over $100,000, Consultant is required to execute a certificate indicating that no federal funds will be used to lobby federal officials and to disclose lobbying activities financed with non-federal funds. (Certificate attached.)

APPENDIX E-1, CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

(Third Party Contracts and Subcontracts over $25,000)

Instructions for Certification:

1. By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, MTC may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to MTC if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "persons," "lower tier covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549 [49 CFR Part 29]. You may contact MTC for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized in writing by MTC.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List issued by U.S. General Service Administration.

8. Nothing contained in the foregoing shall be construed to require establishment of system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which does a a prudent person in the ordinary course of business dealings normally possess.

9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to all remedies available to the Federal Government, MTC may pursue available remedies including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTION

(1) The prospective lower tier participant certifies, by submission of this bid or proposal, that neither it nor its "principals" [as defined at 49 CFR Section 29.105(p)] is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) When the prospective lower tier participant is unable to certify to the statements in this certification, such prospective participant shall attach an explanation to this proposal.

______________________	____
Date	(Signature of authorized official)
	____
	(Type/print name and title)

APPENDIX E-2, CERTIFICATION OF RESTRICTIONS ON LOBBYING

I, ______________________________ hereby certify on behalf of __________________ that:
(name and title of grantee official) (name of grantee)

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Executed this _______ day of ___________________, 2010.

By ____
(signature of authorized official)

____
(title of authorized official)

APPENDIX E-3,
Exhibit 10-O1 Local Agency Proposer UDBE Commitment (Consultant Contracts)

NOTE: PLEASE REFER TO INSTRUCTIONS ON THE REVERSE SIDE OF THIS FORM

Agency: MTC	
Location: 101 – 8th Street, Oakland, CA 94607-4700	
Project Description: Safe Routes to Transit Program Evaluation and Bicycle/Pedestrian Counts	
Proposal Date:	Contract Goal:
Proposer's Name:	

WORK ITEM NO.	DESCRIPTION OR SERVICES TO BE SUBCONTRACTED	DBE Cert. No. AND EXPIRATION DATE	NAME OF UDBEs (Must be certified on the date the proposals are opened - include UDBE address and phone number)	PERCENTAGE AMOUNT OF EACH UDBE

For Local Agency to Complete:

Local Agency Contract Number: ______________________

Federal Aid Project Number: ______________________

Federal Share: ______________________

Proposal Award Date: ______________________

Local Agency certifies that the UDBE certification(s) has been verified and all information is complete and accurate.

Print Name / Signature / Date
Local Agency Representative

(Area Code) Telephone Number: ______________

Total Claimed Participation $__________

__________%

Signature of Proposer

Date (Area Code) Tel. No.

For Caltrans Review:

Print Name / Signature / Date
Caltrans District Local Assistance Engineer

Local Agency Bidder - UDBE Commitment (Rev 3/09)

Distribution: (1) Copy – If this Proposer is successful fax or scan a copy to the Caltrans District Local Assistance Engineer (DLAE) within 15 days of award. Failure to send a copy to the DLAE within 15 days of award may result in de-obligation of funds for this project.
(2) Original – Local agency files

INSTRUCTIONS - LOCAL AGENCY PROPOSER- UDBE COMMITMENT (CONSULTANT CONTRACTS) (Revised 03/09)

ALL PROPOSERS:

PLEASE NOTE: It is the proposer's responsibility to verify that the UDBE(s) falls into one of the following groups in order to count towards the UDBE contract goal: 1) Black American; 2) Asian-Pacific American; 3) Native American; 4) Women. This information shall be submitted with your proposal. Failure to submit the required UDBE commitment will be grounds for finding the proposal nonresponsive

UDBE is a firm meeting the definition of a DBE as specified in 49 CFR and is one of the following groups:

1. Black American
2. Asian-Pacific American
3. Native American
4. Women

The form requires specific information regarding the consultant contract: Agency, Location, Project Descriptions, Federal Aid Project Number (assigned by Caltrans-Local Assistance), Proposal Date, Proposer's Name, and Contract Goal.

The form has a column for the Work Item Number (or Item No's) and Description or Services to be Subcontracted to UDBEs. The UDBE should provide a certification number to the Consultant. Notify the Consultant in writing with the date of the decertification if their status should change during the course of the contract. The form has a column for the Names of certified UDBEs to perform the work (must be certified on the date proposals are received and include UDBE address and phone number). Enter the UDBE prime consultant and subconsultant certification numbers. Prime consultants shall indicate all work to be performed by UDBEs including, if the prime consultant is a UDBE, work performed by its own forces.

There is a column for the total UDBE percentage. Enter the Total Claimed UDBE Participation percentage of items of work submitted with the proposal pursuant to the Special Provisions. (If 100% of item is not to be performed or furnished by the UDBE, describe exact portion of time to be performed or furnished by the UDBE.) See Notice to Bidders/Proposers Disadvantaged Business Enterprise Information to determine how to count the participation of UDBE firms. Note: If the proposer has not met the contract goal, the local agency must evaluate the proposer's good faith efforts to meet the goal in order to be considered for award of the contract.

Exhibit 10-O (1) must be signed and dated by the consultant proposing. Also list a phone number in the space provided and print the name of the person to contact.

For the Success Proposer only, local agencies should complete the Contract Award Date and Federal Share fields and verify that all information is complete and accurate before signing and sending a copy of the form to the District Local Assistance Engineer within 15 days of award. Failure to submit a completed and accurate form within the 15-day time period may result in the de-obligation of funds on this project.

District DBE Coordinator should verify that all information is complete and accurate. Once the information has been verified, the **District Local Assistance Engineer** signs and dates the form.

APPENDIX E-4,
Exhibit 10-O2 Local Agency Proposer DBE Information (Consultant Contracts)

NOTE: PLEASE REFER TO INSTRUCTIONS ON THE REVERSE SIDE OF THIS FORM

Agency: MTC	
Location: 101 – 8th Street, Oakland, CA 94607-4700	
Project Description: Safe Routes to Transit Program Evaluation and Bicycle/Pedestrian Counts	
Proposal Date:	Total Contract Amount:
Proposer's Name:	

CONTRACT ITEM NO.	DESCRIPTION OR SERVICES TO BE SUBCONTRACTED	DBE Cert. No. AND EXPIRATION DATE	NAME OF DBEs (Must be certified on the date bids are opened - include DBE address and phone number)	PERCENTAGE OF DBE

For Local Agency to Complete:

Local Agency Contract Number: ___________________________

Federal Aid Project Number: ___________________________

Federal Share: ___________________________

Contract Award Date: ___________________________

Local Agency certifies that the DBE certification(s) has been verified and all information is complete and accurate.

Print Name ______________ Signature ______________ Date ______________
Local Agency Representative

(Area Code) Telephone Number: ______________

Total Claimed Participation $____________

____________%

Signature of Proposer

Date (Area Code) Tel. No.

Person to Contact (Please Type or Print)

For Caltrans Review:

Print Name ______________ Signature ______________ Date ______________
Caltrans District Local Assistance Engineer

Local Agency Bidder - DBE Commitment(Rev 3/09)

Distribution: (1) Copy – Fax or scan a copy to the Caltrans District Local Assistance Engineer (DLAE) within 15 days of contract execution. Failure to send a copy to the DLAE within 15 days of contract execution may result in de-obligation of funds for this project.
(2) Original – Local agency files

INSTRUCTIONS - LOCAL AGENCY PROPOSER DBE INFORMATION (CONSULTANT CONTRACTS) (Revised 03/09)

SUCCESSFUL PROPOSER:

The form requires specific information regarding the consultant contract: Agency, Location, Project Description, Federal Aid Project Number (assigned by Caltrans-Local Assistance), Proposal Date, and Successful Proposer's Name.

The form has a column for the Description or Services to be Subcontracted by DBEs. The DBE should provide a certification number to the prime consultant. The form has a column for the Names of DBE certified consultants to perform the work (must be certified on the date the proposal is received and include DBE address and phone number). Enter DBE prime consultant's and subconsultants' certification numbers. The prime consultant shall indicate all work to be performed by DBEs including, if the prime consultant is a DBE, work performed by its own forces.

Enter the Total Claimed DBE Participation percentage of items of work in the total DBE Dollar Amount column. (If 100% of item is not to be performed by the DBE, describe the exact portion of time to be performed by the DBE.) See Notice to Proposers/Bidders Disadvantaged Business Enterprise Information to determine how to count the participation of DBE firms.

Exhibit 10-O (2) must be signed and dated by the successful proposer at contract execution. Also list a phone number in the space provided and print the name of the person to contact.

For the successful proposer, Local agencies should complete the Contract Award Date and Federal Share fields and verify that all information is complete and accurate before signing and sending a copy of the form to the District Local Assistance Engineer within 15 days of contract execution. Failure to submit a completed and accurate form within the 15-day time period may result in the de-obligation of funds on this project.

District DBE Coordinator should verify that all information is complete and accurate. Once the information has been verified, the **District Local Assistance Engineer** signs and dates the form.

APPENDIX E-5, UDBE Information—Good Faith Efforts

Federal-aid Project No. ______________________________ Bid Opening Date ___________________

MTC established an Under-utilized Disadvantaged Business Enterprise (UDBE) goal of **11%** for contracts entered into as a result of this RFP.

The information provided herein shows that a good faith effort was made.

Bidders shall submit the following information to document adequate good faith efforts. Bidders should submit the following information even if the "Local Agency Bidder – UDBE Commitment" form indicates that the bidder has met the UDBE goal. This will protect the bidder's eligibility for award of the contract if the administering agency determines that the bidder failed to meet the goal for various reasons, e.g., a UDBE firm was not certified at bid opening, or the bidder made a mathematical error.

Submittal of only the "Local Agency Bidder – UDBE Commitment" form may not provide sufficient documentation to demonstrate that adequate good faith efforts were made.

The following items are listed in the Section entitled "Submission of UDBE Commitment" of the Special Provisions:

A. The names and dates of each publication in which a request for UDBE participation for this project was placed by the bidder (please attach copies of advertisements or proofs of publication):

Publications	Dates of Advertisement

B. The names and dates of written notices sent to certified UDBEs soliciting bids for this project and the dates and methods used for following up initial solicitations to determine with certainty whether the UDBEs were interested (please attach copies of solicitations, telephone records, fax confirmations, etc.):

Names of UDBEs Solicited	Date of Initial Solicitation	Follow Up Methods and Dates

C. The items of work which the bidder made available to UDBE firms, including, where appropriate, any breaking down of the contract work items (including those items normally performed by the bidder with its own forces) into economically feasible units to facilitate UDBE participation. It is the bidder's responsibility to demonstrate that sufficient work to facilitate UDBE participation was made available to UDBE firms.

Items of Work	Bidder Normally Performs Item (Y/N)	Breakdown of Items	Amount ($)	Percentage Of Contract

D. The names, addresses and phone numbers of rejected UDBE firms, the reasons for the bidder's rejection of the UDBEs, the firms selected for that work (please attach copies of quotes from the firms involved), and the price difference for each UDBE if the selected firm is not a UDBE:

Names, addresses and phone numbers of rejected UDBEs and the reasons for the bidder's rejection of the UDBEs:

E. Efforts made to assist interested UDBEs in obtaining bonding, lines of credit or insurance, and any technical assistance or information related to the plans, specifications and requirements for the work which was provided to UDBEs:

F. Efforts made to assist interested UDBEs in obtaining necessary equipment, supplies, materials, or related assistance or services, excluding supplies and equipment the UDBE subcontractor purchases or leases from the prime contractor or its affiliate:

G. The names of agencies, organizations or groups contacted to provide assistance in contacting, recruiting and using UDBE firms (please attach copies of requests to agencies and any responses received, i.e., lists, Internet page download, etc.):

Name of Agency/Organization	Method/Date of Contact	Results

H. Any additional data to support a demonstration of good faith efforts (use additional sheets if necessary):

Name of Proposing Company	
Signature of Authorizing Official	
Date	